

Job Description

Post	Admin Support Assistant
Pay Scale	SCP 13-16

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

	<ul style="list-style-type: none"> • To provide outstanding administration support to the school • To be the first point of contact for all enquiries • Understand school-based systems • Can produce work to a high quality • To have pride in your work • Never accept second best in yourself • Support the Principal in developing the school ethos
	<ul style="list-style-type: none"> • Update school website and social media • Use your own initiative • Find areas of opportunity, keep the school running • Think outside the box • Take measured risks • Set yourself challenging targets • Find opportunities to learn from others
	<ul style="list-style-type: none"> • Ensure high quality correspondence • Update communication systems regularly • Organise refreshments for meetings • Act as a first aider in school • Demonstrate positive attitudes and behaviours • Demonstrate a firm but fair approach to students • Lead by example by having excellent attendance • Treat others with dignity and respect
	<ul style="list-style-type: none"> • Complete general administration duties • Manage school files (paper and electronic) • Complete pre-populated paperwork • Support a successful admissions process • Have a specific area of interest (for example data, SIMS, Exams, ICT) and develop skills in other areas • Effectively safeguard students
	<ul style="list-style-type: none"> • Provide specific support to staff as required • Demonstrate positive relationships with others • Provide assistance and support to parents • Demonstrate to others how school systems work • Assist with lunch arrangements • Share key information with all staff • Provide admin support to the Principal



Personal Specification

Skills	Assessed
Qualifications <ul style="list-style-type: none"> • GCSE English and Maths (C or above/Grade 4 or above) • Further qualifications in administration 	AF AF
Experience <ul style="list-style-type: none"> • Experience in an admin roll in a school or other setting • The ability to handle and produce data in a useable format • Understanding of how SIMS works • Proficient in MS Office programmes • Has an excellent telephone manner • Can deal with first line of enquiries appropriately 	AF T AF AF I I
Knowledge <ul style="list-style-type: none"> • Follow school policies and procedures • Is calm under pressure • Has a good understanding of technology • Is systematic and methodical • Is organised and an excellent time keeper • Basic understanding of first aid and willingness for further training if required • Good Literacy and Numeracy skills 	I I AF AF AF, R I AF
Leadership <ul style="list-style-type: none"> • Strives for perfection and has a good attention for detail • Has excellent communication skills • Understands the importance of collaboration in a small team • Will ensure supplies are maintained • Will ensure equipment is in good working order • Will alleviate difficulties to ensure the smooth running of the school 	AF, I AF, I I AF AF AF, I
Systems <ul style="list-style-type: none"> • Can develop effective admin procedures • Will log communication as a matter of course • Can produce information from school systems • Will monitor and update social media 	I I, R R I

AF – Application Form, I – Interview, T – Task, R – Reference

