

## ST. HELENS COUNCIL

### EDUCATION AND LEISURE SERVICES DEPARTMENT

#### JOB DESCRIPTION

POST:	Administrative Assistant
GRADE:	SCP 14 - 17-part time (pro rata)
RESPONSIBLE TO:	Business Manager
PURPOSE:	Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisation process within the school.

#### DUTIES and RESPONSIBILITIES:

##### **1. General Duties**

- To undertake reception duties and provide advice and guidance to visitors e.g. parents, members of the public, and other visitors to the school.
- To undertake the supervision of designated staff e.g. apprenticeship. Assist in the monitoring of the allocation of work, including training as appropriate and induction of supply staff and volunteers.
- To be responsible for receiving, date stamping, sorting and distribution of incoming and outgoing post.
- To carry out clerical tasks including photocopying, filing, faxing emailing and completion of documentation.
- To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.

##### **2. Admin & Clerical Tasks**

- To undertake typing and word processing of confidential reports, correspondence and other relevant documentation.
- To deal with general correspondence and enquiries, and where appropriate refer more complex matters to supervisors.
- To manage the upkeep of manual records and the inputting of computerised records in a variety of packages within school
- To be responsible for the administration of the attendance module in SIMS, ensuring that the accurate recording of students occurs and that absences are chased up in accordance with the procedure of the school.
- To assist in the maintenance and updating records in SIMS, retrieving and dissemination information using manual and IT processes.
- To operate the school's texting app and update the website as and when needed.
- To be responsible for the administration of financial procedures including the banking of dinner monies and various monies within school, following the financial policies of the School/Council. To have a working knowledge of the PPS system.
- To assist in the ordering and preparation
- To complete forms, returns, documents etc, including those to outside agencies.
- To assist with gate duties as and when necessary.

##### **3. Resources**

- To assist in the monitoring of stock within school, undertaking audits as required.
- To operate office equipment e.g. photocopier, scanner, shredder, computer etc.

#### **4. Duties and Responsibilities**

- To participate in all aspects of training and development
- To communicate the Health and Safety policy, procedures and guidelines to all employees under the supervision of the post holder.
- To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
- To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's / School's Data Protection Policy.
- To comply with the School's Safeguarding Procedures.

The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School/Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.