

Job description – Administrative Assistant

Accountability

The Administrator (day to day actions), Collegiate (pertaining to school ethos and the School Governance Team (legal employer).

Role

The administrative assistant will assist the administrator with the smooth running of the school office on a day to day basis, providing a helpful and polite interface with the public, staff and volunteers. It entails assisting with maintaining adequate and appropriate systems for ensuring good contact with other organisations, staff, parents and prospective parents of children attending the school.

Main Duties

- To assist with telephone enquiries and general reception duties.
- Opening and distribution of post.
- Assist with filing and file management.
- Secretarial support for the administrator and premises co-ordinator.
- Checking consumables (ie stationary, first aid supplies and cleaning products etc) and ordering supplies when necessary.
- To assist with maintain the school registers.
- Maintain the school diary.
- To take minutes when required.

General Responsibilities

- Adherence to school procedures, policies and relevant statutory regulations.

Other

- To carry out all other tasks and responsibilities as may be reasonably expected of an admin assistant.
- To undertake an enhanced check by the Disclosure Bureau Services (DBS).

All staff at Nant-y-Cwm School have a duty to safeguard pupils from physical, sexual, emotional abuse and neglect. This includes reporting any concerns to the CPO. All staff must be familiar with the Safeguarding and Whistle blowing policy.

Staff must take care of the children under their supervision by taking all reasonable steps to ensure their health, safety and welfare, including ensuring first aid is administered when required. Staff must be aware of any Health Care Plan in place for any child under their supervision.

All staff have responsibility for their actions within the school grounds and in ensuring the health, safety and welfare of all children, staff, including teaching, support and temporary

staff. All staff also have a duty to ensure those pupils, visitors, contractors and others are not put at risk by any activities or the condition of our buildings, site and equipment. Risks should be assessed by the person conducting the activity and managed accordingly.

Please refer to the Staff Handbook for more information.

Person Specification

Essential

- Experience of working in an office environment.
- Education to at least A level.
- Excellent communication skills - in writing, on the telephone and face-to-face.
- Computer literate (Microsoft Office).
- Good organisational skills.
- Ability to work from own initiative.
- Ability to work within existing organisational systems.
- An understanding of the need for and the ability to maintain confidentiality.
- An understanding of the ethos of the school.
- Honest, trustworthy and reliable.
- Willingness to take part in appropriate training.

Desirable

- Knowledge of Steiner education.
- First Aid certificate (training offered).
- Child protection knowledge (training offered).
- Health & Safety knowledge.
- Personnel experience an advantage.

Terms & Conditions

This is a temporary position for 6 months commencing 2nd May 2020 with a possibility of permanent contract.

The hours are Tuesdays 8:30am until 3:30pm and Thursday 8:30am until 3:30pm term time, only.

Holidays may not be taken in term time. This post will be reviewed after 6 months.

The salary for this post is £8.21 (minimum wage increase pending) per hour plus statutory holiday pay.

Closing date: 23rd March 2020

Interview date: Wednesday 22nd April 2020

Start Date: ASAP