

**Children & Young People's Service**  
**The Dales School**  
**JOB DESCRIPTION**

<b>POST: Admin Assistant</b>	
GRADE: Grade B (scp 2)	
RESPONSIBLE TO: Leadership Team	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 2
<b>JOB PURPOSE:</b>	To provide an administrative support service to the Headteacher and the school to ensure the smooth running of the school on a daily basis. The job holder works under supervision and/or their work is subject to checks and controls.
<b>JOB CONTEXT:</b>	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, cash handling and reception service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks. Enhanced DBS clearance required
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• File, sort and index paperwork, including incoming and outgoing post, transmit documents and photocopy.</li> <li>• Compile standard letters, documents, orders and lists as directed by the School Administrator or Headteacher.</li> <li>• Undertake simple finance and statistical tasks, e.g. collect and bank dinner/school trip money (cash/cheques) and recording money received on the appropriate system</li> <li>• Maintain and update all necessary records using manual and computerised systems and check entries.</li> <li>• Assist in the collation of materials e.g. School brochures</li> <li>• Maintain a diary of appointments and activities for the Headteacher and the school.</li> <li>• Report concerns and obtain support for any issues raised.</li> <li>• Redirect customers to other staff for specialist support as appropriate</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.</li> <li>• Communicate effectively with other staff, visitors, pupils and their families/carers.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Participate in the schools performance management scheme.</li> <li>• Monitor stationery stock levels, place orders as appropriate and check incoming orders.</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Highlight additional training and supervision needed to build on your skills and knowledge.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Maintain and update all necessary records using manual and computerised systems and check entries.</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>

Data Protection	<ul style="list-style-type: none"> <li>To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	July 2019

## PERSON SPECIFICATION

### **JOB TITLE: School Administrator (Grade B)**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Some knowledge of administration and office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Behaviour Management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> <li>• Knowledge of mentoring approaches</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Some clerical or administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Cash handling experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Interpersonal and communication skills</li> <li>• Numeracy and literacy skills</li> <li>• Judgemental skills</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy and numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.