

# BRACKNELL FOREST BOROUGH COUNCIL

## JOB DESCRIPTION

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| Department: <b>EDUCATION</b>               | Section:            |
| Post Number:                               | Location:           |
| Job Title: <b>ADMINISTRATIVE ASSISTANT</b> | Grade/Salary Range: |

### JOB PURPOSE

Under the direction/instruction of the Administrative Officer/ Headteachers/School Secretary/Bursar to provide routine general clerical/administrative and financial support.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The postholder will report to the Administration Officer/Head Teachers /School Secretary/Bursar and will be deployed generally to support the school.

### MAIN DUTIES AND RESPONSIBILITIES

Under the direction/instruction of senior staff:-

- Provide reception/telephonist function, deal with routine enquiries and sign in school visitors.
- Provide routine clerical support e.g. photocopying, filing, e-mailing, faxing and the completion and processing of routine forms.
- Assist with pupil first aid and welfare duties including looking after sick pupils and liaising with parents and staff.
- Assist with the collection of monies and undertake routine financial administration e.g. collecting and recording dinner money.
- Undertake word-processing and other ICT based tasks including finance systems.
- Initiate standard letters and forms
- Provide administrative assistance to the Headteacher, Administrative Officer and other senior staff as required.
- Maintain manual and computerised record/information systems, including input and collation of information for SIMS.
- Maintain pupil records and filing systems.
- Sort and distribute post.
- Undertake routine administrative tasks e.g. registers/school meals. Assist with pupil absence management.
- Replenish stationery supplies and ensure orderly storage.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Borough Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.

- Undertake any other similar duties as required.

**SCOPE OF JOB (Budgetary/Resource Control, Impact)**

Being responsible for first line customer contact both face to face, on the telephone and in writing the schools image is being projected by the postholder.

If record keeping and other information systems are not satisfactorily maintained the school may fail to keep statutory standards.

The postholder is responsible for ensuring adequate supplies of office stationery are maintained.

No supervisory responsibility.

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.

**Date:** .....

**Signature:** .....