

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Administration Assistant	
Directorate: Education	Post No:
Section: Management and Administration	Date: 14 May 2014
Responsible to: Office Manager : Business Manager	

Job Purpose

Under the direction / instruction of senior staff – provide routine general clerical, administrative, financial support to the school.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Organisation:

3. Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
4. Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff etc.
5. Assist in arrangements for visits by school nurse, photographer, etc.

Administration:

6. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.
7. Maintain manual and computerised records / management information systems.
8. Undertake typing and word processing and other IT based tasks.
9. Sort and distribute mail.
10. Undertake routine administration e.g. registers / school meals.

Resources:

11. Operate office equipment e.g. photocopier, computer.
12. Arrange orderly and secure storage of supplies.
13. Undertake routine financial administration e.g. collect and record dinner money.

Responsibilities:

14. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. Be aware of and support difference and ensure equal opportunities for all.
16. Contribute to the overall ethos / work / aims of the school.
17. Appreciate and support the role of other professionals.
18. Attend and participate in relevant meetings as required.
19. Participate in training and other learning activities and performance development as required.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

SCHOOLS' FRAMEWORK

GENERIC JOB EVALUATION BASIC ROLE PROFILES

Service:	Management and Administration
Job Title:	Administration Assistant
Job Family / Level:	Business Support
Score:	
Role Purpose:	Providing routine general clerical, administrative, financial support to the school;undertaking reception duties, answering general telephone and face-to-face enquiries and signing in visitors and providing routine clerical support e.g. photocopying, filing, faxing, emailing, and completing routine forms.
Decision Making Responsibilities:	Deciding who and when to pass telephone enquiries and email messages to.
Accountability:	Under the direction / instruction of senior staff.