|  |  |
| --- | --- |
| **Job Description** |  |

|  |  |
| --- | --- |
| **Job Title:** Administrative Assistant | **Department:** Pupil Referral Unit |
| **Division:** Newham PRUs |  |
| **Grade: Grade 3** | **Date last updated:** June 2021 |

|  |
| --- |
| EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our equality and diversity policy in the course of their work. |

**Overall Purpose of Job**

To undertake a range of administrative functions related to data and general administrative functions for the Pupil Referral Unit.

**Job Context**

* The post holder reports to Admin Officer.
* The post holder has no budget responsibility.
* The post holder has no line management responsibility.
* The post holder may be required to work occasional evenings, weekends and public holidays in order to meet service requirements.

**Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To support the Headteacher, Senior Leadership Team (SLT), and School Business Manager (SBM) in providing a high quality, efficient, accurate, and completely confidential clerical and administrative service to underpin the effective management of Newham PRUs.

**Organisational**

1. Act as first point of contact for students and visitors attending the school, operating the secure access systems, vetting and controlling access to the school in accordance with safeguarding procedures, and answering the telephone.
2. To deal with enquiries and communications from and to staff, parents, children, and members of the public and where relevant refer such enquiries to the relevant staff member as appropriate e.g. attendance, student absences etc.
3. To ensure all visitors and callers to the school reception receive equal access to services and to ensure their specific needs are met.
4. To be responsible for posting mail and parcels and distributing incoming mail and deliveries.

**Administration**

1. To undertake administrative and clerical work as required by the Admin Officer, headteacher, SLT, SBM, and other staff, maintaining confidentiality at all times.
2. To maintain the school’s filling systems and undertake filling as required.
3. To undertake photocopying as required.
4. Use of a variety of IT platforms eg. Survey Monkey, Teacher 2 Parents etc, and to communicate information to relevant bodies, DfE, LBN etc
5. Input information and data onto a range of MIS e.g. SIMs, AFIT etc, to support the operational running of the school
6. Provide high quality administrative support to SLT and all school teams including minute taking.

**Resources**

1. Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
2. Make payment by purchase card as required, retaining high quality audit records. Processing of orders from requisitions, accurately and in accordance with agreed authorisation and timescales.

**Responsibilities**

1. To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
2. To undertake any other duties that are in line with the purpose and grade of the post as may be required from time to time.

|  |  |
| --- | --- |
| **Personal Specification** |  |
| **Job Title:** Administrative Assistant | **Department:** Pupil Referral Unit |
| **Division:** Newham PRUs |  |
| **Grade:** Grade 3 | **Date last updated:** June 2021 |

|  |
| --- |
| IMPORTANT INFORMATION FOR APPLICANTS |
| The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

|  |
| --- |
| IMPORTANT INFORMATION FOR APPLICANTS The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

|  |  |
| --- | --- |
| EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough Of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. | |
| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **KNOWLEDGE:**   * Advanced knowledge of all Microsoft packages. * Enthusiasm for Alternative Provision settings. * High level customer service practices. | Application Form / Interview |
| **EXPERIENCE**:   * Experience in working in a customer focused or service delivery environment. * Experience and advanced knowledge of SIMS database systems. * Experience of line management | Application Form/Interview |
| **SKILLS AND ABILITIES:**   * Excellent attention to detail * Excellent personal interaction skills and the ability to communicate clearly and concisely both orally and in writing. * Ability to produce high quality reports and letters. * Ability to work well individually and as part of a team. * Excellent organisational and time management skills with the ability to multitask and to work flexibly with minimum supervision. | Application Form /Interview / Test |
| **PERSONAL STYLE AND BEHAVIOUR:**   * Able to demonstrate a strong commitment to public service and safeguarding. * Has a high degree of integrity. * Able to demonstrate fairness and openness. * Strong commitment to team working. * Highly organised. | Application Form / Interview |
| **DBS**  This post is subject to an enhanced DBS check.  This post is exempt from The Rehabilitation of Offenders Act (1974).  Post involves working in different sites  The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEBD setting. | Satisfactory clearance at conditional offer stage |

**Notes**:

This job description may be amended at any time in consultation with the post holder.

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_