EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Administrative Support Assistant
GRADE:	East Sussex Single Status 3
RESPONSIBLE TO:	School Business Manager/Office Manager
MAIN PURPOSE OF THE JOB:	To provide general admin support in the school office. To act as the first point of contact with parents, agencies and all visitors to the school.

KEY TASKS

1. Undertake administrative duties in accordance with statutory and school requirements including providing telephone cover and message service, process incoming and outgoing mail.

2. Minute, produce and distribute accurate records of routine meetings e.g. team meetings, internal meetings

3. Produce correspondence and reports from written documents and other sources.

4. To be responsible for the administration of school fund monies of less than £100 per week, including weekly banking, making bookings for events and liaise with parents about outstanding monies e.g. lunch, trips, events. To organise and maintain related records.

5. Accurately input data into computerised systems, databases and spreadsheets and process, retrieve and cleanse data as necessary.

6. Liaise with staff, parents and external agencies as appropriate, sharing information as directed and ensuring local procedures are properly followed.

7. Maintain all paper and electronic filing systems, including establishment of new files, maintaining and updating school information as required.

8. Undertake photocopying, scanning and fax transmissions, as requested.

9. Provide support to individual managers and teachers as required, including diary management, travel planning, arranging and supporting events and arranging and servicing meetings.

10. Support managers in maintaining property and facilities and their security.

11. To be the central First Aider responsible for ensuring first aid equipment is kept up to date and fully stocked

12. To deal with all confidential matters with tact and discretion

Optional Addendums to be included as appropriate:

Working with vulnerable people: Provide administrative support in an environment which includes frequent contact with vulnerable people, responding to queries and complaints.

Reception: Undertake reception duties in, or support reception staff to respond to and admit visiting members of the public or external visitors. This will involve a responsibility to respond to enquiries and assist visitors at the reception point in the school. This includes making decisions about allowing visitors access to the building by requesting they sign in. To be responsible for calling security or an appropriate manager if there are any concerns with a visitor.

Financial responsibilities:
To be responsible for the administration of school fund monies of over £100 per week, including weekly banking, making bookings for events and liaise with parents about outstanding monies e.g. lunch, trips, events. To organise and maintain related records.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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Person Specification

Post Title: Administrative Support Assistant
Location: Schools
Grade: East Sussex Single Status 3 (SS4 with 1 or 2 addendum(s) or SS5 if all 3 addendums are a feature of the post)

	Essential Criteria	**Desirable Criteria**	**Method of Assessment/ Source of Information**
Key Skills & Abilities	• Word processing skills. • Ability to effectively organise own workload. • Ability to accurately input and check computer data. • Ability to communicate effectively. • Ability to converse at ease with customer and provide advice in accurate spoken English		Application Interview
Education & Qualifications	• Educated to GCSE level or equivalent including Maths and English.	• NVQ in Business Administration.	Application Interview
Knowledge	• Working knowledge of Microsoft Office (in particular Outlook, Word and Excel). • Awareness of the services provided by ESCC and the function of the team the role supports.	• Knowledge of the services provided by the directorate.	Application Interview
Experience	• Use of office systems.		Application Interview
Personal Attributes	• Good interpersonal skills.		Application Interview

	• Ability to work in a team. • Commitment to improving personal performance and supporting that of the service.		
Other			

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	☐
Moving & handling operations	☐
Occupational Driving	☐
Lone Working	☐
Working at height	☐
Shift / night work	☐
Working with hazardous substances	☐
Using power tools	☐
Exposure to noise and /or vibration	☐
Food handling	☐
Exposure to blood /body fluids	☐