

Profile Title and Grade	
Administration Assistant Band 4	JOB ID; SCHOOLADMIN4
Purpose of the role	
Within guidelines and instructions as directed by senior staff provide basic clerical and administrative support to the School including the answering of telephones, taking messages, using office equipment, reception and general office duties.	
Responsibilities	
<p><u>To provide general administrative and clerical support to the School. The post holder, in accordance with instructions issued by senior colleagues, at this level will be expected to, within set parameters laid down in process guidelines, use problem solving skills and a degree of latitude/initiative to resolve issues where a situation slightly differs from that which is the expected norm.</u></p> <ul style="list-style-type: none"> • Provide basic clerical and administrative support to other staff • Operate School office equipment e.g.; Photocopying, stapling, collation of documents, deal with outgoing post. • Undertake accurate data-inputting, word processing and other IT based tasks. It is expected that this will involve the checking and processing of large amounts of data as a core task within the role • Reception duties as necessary. • Digitally capture, index and process documents, including the scanning of post. • Filing • Receipt and distribution of internal and external mail. • Use Microsoft and e-mail packages • Set up and dismantle manual and electronic display equipment, e.g. laptops and projectors • Undertake financial processes in accordance with the School financial regulations. 	
Indicative Knowledge, Skills, Experience	
Some knowledge of administration and office systems. NVQ 2 or equivalent	
School Ethos	
<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. • Share expertise and skills with others. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • Within a responsibility of a duty of care, comply with all policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils. 	