

Job Description			
Title Administrative Assistant Admin – Grade 2 35 hrs per week 8.00am – 4.00 pm Term Time Only Point 2 – 4. Pro rata salary £14,932.00 - £15,535.00 fixed Term until July 2023	School: Croft Primary School Station Road, Sutton in Ashfield, Notts. NG17 5FJ	Post Ref 04.10.2022	
Job Purpose The provision of varied clerical, administrative and financial support to the school.			
Key Responsibilities <ol style="list-style-type: none"> 1. To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making 2. To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication 3. To prepare and process orders resolving any routine issues that arises to ensure that stock levels are maintained. Ensure items procured are received in good order, that invoices are checked prior to being passed for authorisation 4. To maintain electronic and manual records including student and staff records 5. To undertake cash collection duties including the recording of all monies received and balanced, resolving any routine anomalies 6. To support the maintenance of inventories and returns to comply with statutory requirements 7. To promote and safeguard the welfare of children and young 		Key Accountabilities	

Grade 2 Admin

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persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

8. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

The post holder will perform any other duty or task that is appropriate for the role described.



Person Specification Administrative Assistant Grade 2 – 35.00 hours per week

Fixed Term until July 2023

	Essential	Desirable	Evidence
Experience <ul style="list-style-type: none"> • Of working within a busy school office • Of working on school software systems Scholarpack and Parentpay • Dealing with confidential and sensitive information and understanding the importance of confidentiality • Handling information in accordance with the Data Protection Principles • Handling, processing and reconciling cash, cheques, invoices or equivalent. • Ability to use own initiative to carry out both routine and complex tasks 		 ✓ ✓ ✓ ✓ ✓	 Application Form & Interview Application Form & Interview Application Form & Interview Application Form & Interview Interview/References Interview/ References

Knowledge <ul style="list-style-type: none"> • A good standard of secondary education GCSE Literacy & Mathematics • Working with a variety of IT systems including word processing, spreadsheet and database operation. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p>Application Form</p> <p>Application Form & Interview</p>

Skills/Aptitudes <ul style="list-style-type: none"> • Reliability • Good communication skills at all levels • Excellent timekeeping • Discretion and confidentiality at all times • Ability to work as part of a team • Adaptable and flexible approach to working within school 	<p style="text-align: center;">✓</p>		<p>Application Form & References</p> <p>Interview</p> <p>References</p> <p>References</p> <p>References & Interview</p> <p>Interview & References</p>
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<ul style="list-style-type: none"> • Commitment to working with parents and the wider school community • Approachable friendly manner • Enthusiasm and positivity 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p>References & Interview</p> <p>Interview</p> <p>Interview</p>
<p>Specific Requirements</p> <ul style="list-style-type: none"> • Suitability to work with children 	<p style="text-align: center;">✓</p>		<p>A current DBS enhanced disclosure. (This will be obtained by the school upon a provisional offer of employment).</p>