

## Hunslet Moor Primary School - Job Description

**Service**

General Administration

**Post Title**

Administrative Support

**GRADE**

Level 3 (B3)

**JE Ref**

N/A

**Post(s) to which directly responsible**

Immediate Line manager

**Post(s) for which directly responsible**

None

**Purpose of job**

- To assist in providing a range of administrative support for internal and external customers

**Responsibilities**

- To work as part of a team to provide customer focussed services
- To deal with enquiries from internal and external customers
- To prioritise work to meet conflicting deadlines
- To maintain accurate records and track progress of work
- To undertake administrative duties including:
  - Preparing more complex correspondence
  - Managing meeting rooms & dealing with hospitality and arrangements for attending conferences
  - Raise orders, check invoices and ordering & monitoring stocks supplies
- To use IT applications and Databases effectively to deliver administrative tasks
- To input and retrieve data using computerised systems
- To collate and prepare information from a variety of sources
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To assist in the training of new team members
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To administer medicines in line with the Medical Policy
- Commitment to safeguarding and promoting the welfare of children
- To undertake any other duties that are commensurate with the post

**Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

**Physical Conditions**

The post is currently based at Hunslet Moor Primary School.

This post is subject to an enhanced Disclose and Barring Service check.

The School operates a non-smoking policy.

**Economic conditions**

Grade:	Level 3 (B3)
Annual Leave:	Term time only working + 8 days
Hours:	37 hours per week
Conditions of Service:	NJC Conditions apply

**Prospects****Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training**

The School encourages training both “in-house” and external to meet the needs of the individual and of the Service.

**QUALIFICATIONS**

**Job Description Prepared / Reviewed by:**

Lynne Linley

**Date:** May 2024

**Job Description Approved by:**

Hannah Darley

**Date:** May 2024

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate effectively with a wide range of people	*		A/I
Able to input/ retrieve information from databases	*		A/I
Able to process documentation using Word	*		A/I
Able to accurately enter/retrieve data information from information systems	*		A/I
Able to work flexibly as part of a team & show initiative	*		A/I
Able to prioritise work to meet conflicting deadlines	*		A/I
Able to demonstrate good numeracy & literacy skills	*		A/I
Able to assist in the training of new team members	*		A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice	*		A/I
Knowledge of relevant financial regulations to carry out financial transactions		*	A/I
NVQ Level 3 or equivalent		*	A/I
Knowledge/qualifications demonstrating ability in numeracy and literacy	*		A/I

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A/I
Experience of working in partnership with others to deliver work to set deadlines	*		A/I
Experience of providing customer focussed services	*		A/I
Experience of participating in teams and working on own initiative	*		A/I
Experience of using School Management Information Systems e.g. SIMs, Arbour		*	A/I
Experience in the use of the Microsoft package	*		A/I
Experience of extracting and analysing data from information databases		*	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate
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