

School / Leeds City Council Job Description

Service General Administration		
Post Title School Office Assistant	GRADE Level 3 (B3)	JE Ref 395
Post(s) to which directly responsible School Office Manager and Head Teacher		
Post(s) for which directly responsible None		
Purpose of job <ul style="list-style-type: none">To assist in providing a range of administrative support for internal and external customers		
Responsibilities <ul style="list-style-type: none">To work as part of a team to provide customer focussed servicesTo deal with enquiries from internal and external customersTo prioritise work to meet conflicting deadlinesTo maintain accurate records and track progress of workTo undertake administrative duties including:<ol style="list-style-type: none">Undertaking administrative work on behalf of the Head Teacher and Leadership TeamTake and formalise minutes of meetingsChecking school email accounts and sending emails as appropriate.Answering calls, dealing with queries and directing calls as necessary.Preparing more complex correspondence for the Head Teacher and Leadership TeamManaging meeting rooms & dealing with hospitality and arrangements for attending conferencesRaise orders, check invoices and ordering & monitoring stocks suppliesMonitoring of attendance data and collating information for other staffUndertaking the role of fire marshalTo use IT applications and Databases effectively to deliver administrative tasksTo input and retrieve data using computerised systemsTo collate and prepare information from a variety of sourcesTo communicate effectively with internal & external customers and colleagues in relation to work undertakenTo work with others to help improve work organisation and effectivenessTo assist in the training of new team membersTo ensure promotion and support of Equal Opportunities and Health & SafetyImplements and follows school's child protection policies and procedures.Implements and follows the school's agreed policies and proceduresTo undertake any other duties that are commensurate with the post		
Relationships <p>The postholder will be required to work flexibly to deliver an efficient Service.</p> <p>There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers</p>		

Physical Conditions

The post is currently based at Oulton Primary School

Oulton Primary School is on one floor. The playgrounds and field are accessible by disabled persons to the ground floor by a portable ramp on request

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
Hours: 35 hours per week (Term Time Only)
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:	R. Horton	Date:	07/12/2021
Job Description Approved by:	R. Horton	Date:	07/12/2021

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	*		
Able to input/ retrieve information from databases	*		
Able to process documentation using Word	*		
Able to accurately enter/retrieve data information from information systems	*		
Able to work flexibly as part of a team & show initiative	*		
Able to prioritise work to meet conflicting deadlines	*		
Able to demonstrate good numeracy & literacy skills	*		
Able to assist in the training of new team members	*		

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

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		
Experience of working in partnership with others to deliver work to set deadlines	*		
Experience of providing customer focussed services	*		
Experience of participating in teams and working on own initiative	*		
Experience in the use of the Microsoft package	*		
Experience of extracting and analysing data from information databases		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
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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