

School / Leeds City Council Job Description

Service

General Administration

Post Title

Administrative Assistant

GRADE

Level 1 (A1-A3)

JE Ref

393

Post(s) to which directly responsible

Immediate Line manager

Post(s) for which directly responsible

None

Purpose of job

- To provide Administrative Support

Responsibilities

- To work as part of a team, supporting colleagues to deliver an excellent Administrative service
- To organise work tasks and duties to meet agreed service standards
- To undertake routine administrative tasks, including:
 - Record keeping, filing, data input and retrieval
 - Dealing with incoming and outgoing mail
 - Preparing routine correspondence and information packs
 - Photocopying
 - Taking telephone messages and dealing with basic telephone enquiries
- To use IT applications and Databases effectively to deliver administrative tasks
- To communicate effectively with customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To ensure promotion and support of Equal Opportunities and Health & Safety
- 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

Hunslet Moor Primary School has stairs on one teaching corridor, there is a lift for disabled access.

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

The School operates a non-smoking policy.

Economic conditions

Grade:	Level 1 (A1-A3)
Annual Leave:	Term time only working (plus 5 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:

Date:

Job Description Approved by:

Date:

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 file, retrieve, sort and complete documents accurately	*		
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		
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	*		
Able to prioritise work tasks to meet conflicting deadlines	*		
Able to understand and follow instructions	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice	*		
NVQ Level 2 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 in the use of the Microsoft package	*		
Experience of working as part of a team		*	
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	

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

