**JOB DESCRIPTION/ PERSON SPECIFICATION FOR POST OF:**

**ADMINISTRATIVE ASSISTANT AT FAIRFIELD INFANT SCHOOL**

**Reports to: Senior Administrative Officer**

**Purpose of the role:**

* To implement a comprehensive and efficient administrative support service to meet the ethos, values and overarching requirements of the school

**Main duties and responsibilities:**

**Administration:**

* Act as an approachable first-point of contact for advice and general enquiries made via a wide range of communication forms (in person, by telephone, electronically)
* Process correspondence and provide administrative support as appropriate including supporting with admissions and end of year procedures
* Maintain confidentiality and safeguarding in line with school policy and procedure at all times, reporting all concerns in a timely manner to an appropriate person
* Produce and complete the publication of school communications and documentation in a range of formats as provided by the headteacher and other leaders
* Collate registers including for extra-curricular activities and act as a key initial point of contact for the wrap-around care provider and other stakeholders as appropriate
* Work with other members of the administrative team to further promote the school in the wider community, providing a point of contact for designated stakeholders
* Monitor stock control including processing of basic orders as appropriate under the supervision of the senior administrative officer
* Undertake welfare support to pupils, including the provision of first aid as a First Aider when trained and administration of medication as required

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | GCSE English and Maths (or equivalent)Basic computer and keyboard skills | Previous relevant experience in an administrative rolePrevious experience within a school settingFirst Aid Qualification |
| **Professional Knowledge and Experience** | Confident communicator in a wide variety of formsAble to prioritise workloadWill take prompt action to alert leaders to matters of high priority to enable appropriate and timely action to be taken |  |
| **Personal Characteristics** | Able to show a warm, friendly and welcoming approach to everyoneEnjoys building and developing strong and supportive relationships with young children and adultsAble to stay calm and work confidently as a team player who enjoys meeting the challenges of a vibrant school environmentSense of humour and capacity to support, motivate and inspire othersAble to work flexibly and efficiently to adapt to changing situationsAble to prioritise and meet deadlinesShows a strong commitment to learning new skills and continuing professional development opportunitiesResilience to overcome occasional conflict  |  |