**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 role  Previous experience within a school setting  First Aid Qualification |
| **Professional Knowledge and Experience** | Confident communicator in a wide variety of forms  Able to prioritise workload  Will 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 everyone  Enjoys building and developing strong and supportive relationships with young children and adults  Able to stay calm and work confidently as a team player who enjoys meeting the challenges of a vibrant school environment  Sense of humour and capacity to support, motivate and inspire others  Able to work flexibly and efficiently to adapt to changing situations  Able to prioritise and meet deadlines  Shows a strong commitment to learning new skills and continuing professional development opportunities  Resilience to overcome occasional conflict |  |