



JOB DESCRIPTION

CONTRACTUAL DETAILS	
Post Title:	Administrative Support Assistant
Grade:	Surrey Salary Grade 4
Hours:	36 hours per week, 42 weeks per year (incl 5 INSET days)
Line managed by:	Office Manager
Line management of:	N/A

ROLE PURPOSE

- ❖ Provision of secretarial and administrative support

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

Main Tasks

- ❖ General administration
- ❖ Reprographics
- ❖ Provide cover for other members of office staff as required
- ❖ Dealing with incoming and outgoing post
- ❖ Diary management
- ❖ Covering 1st aid when required

Liaison

- ❖ Teachers
- ❖ Support Staff
- ❖ Students
- ❖ Parents
- ❖ External agencies

Corporate & statutory initiatives

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Attend training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.





ADMINISTRATIVE SUPPORT ASSISTANT: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	Five GCSEs grade C or above, including Maths and English	- Level 3 or higher qualifications - Evidence of recent and relevant training - First aid qualification	Application form and letter
Experience and Knowledge	- Understand the challenges associated with inclusion within an urban environment - Working as part of a team	Working effectively in an education environment or with young people	Application form, letter and references
Skills and Abilities	- Anticipate problems, develop creative solutions - Listen to and reflect on feedback from others - High level of verbal and non-verbal communication skills - Strong level of ICT skills - Excellent presentation skills - Excellent personal presentation - Able to build and maintain positive relationships with individuals - Prioritise, plan and organise self	- Use of SIMS or equivalent - Use of Microsoft packages – Word and Excel	Letter References Interview
Motivation and Personality	- An interest in educational issues - A commitment to inclusion - Positive attitude - Genuine concern for the welfare of others - Initiative and self-motivator - Calm disposition - Approachable with a good sense of humour		Letter References Interview
Personal	- Willing to accept the demands and challenges of the post and respond in a flexible manner - Committed to safeguarding and promoting the welfare of students and Ash manor School		References Interview
Safeguarding	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.		

