



HORNCHURCH

HIGH SCHOOL

EXCELLENCE FOR ALL

Job Profile

Job Title: Administrative Assistant

Grade: APTC Scale 2

School: Hornchurch High School

Reports To: Senior Caretaker

Staff Managed (if any): None

Job Purpose and Context

As an Administrative Assistant you will complete any administrative duties on behalf of the Site Team who report to a Senior Caretaker, which will ensure the team can make sure the school site is safe, secure and ready for use by pupils, staff and other school users.

The main responsibilities of an Administrative Assistant will usually include:

- Completing & submitting weekly & monthly returns on behalf of the Senior Caretaker
- Maintaining records
- Obtaining quotes for various jobs required around the site as directed by the Senior Caretaker

Roles and Responsibilities

1. To use the relevant procedures of the school to record work carried out
2. To communicate with people in person, on the telephone and using email to:
 - respond to queries and resolve problems and complaints
 - provide information and services to customer requirements
3. To note breakages, repairs, or maintenance required and inform the relevant supervisor
4. To assist with safety, security and appropriate energy conservation within the school and arrange for access, including emergency access (where relevant)
5. To work, support and cooperate with others to make sure the responsibilities of the post are carried out
6. To use word processing equipment to prepare, layout, print and dispatch documents including: letters, memos, committee reports and papers





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7. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment and to report health, safe and security concerns to the Senior Caretaker
8. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job
9. To complete school based induction and any subsequent training required to improve performance
10. To take part in the school performance management system, including attending meetings where necessary

Note:

The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that it not specified in the job description but which is within the remit of the duties and responsibilities.





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Administrative Assistant Benchmark Person Specification

Skills And Abilities	Essential	Desirable	Assessed By
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently and support the work of the team	√		Application & interview
Ability to work with a high level of accuracy and precision	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults	√		Application & interview
Ability and willingness to carry out the instructions of supervisors and managers	√		Interview
Knowledge			
An understanding of basic health, safety and security issues in schools	√		Interview
An understanding of the various site issues/able to liaise with various suppliers & providers	√		Application & interview
Qualifications and Experience			
Basic ICT certification to support word processing skills	√		Application & interview
NVQ Level II or equivalent qualification in Office Skills		√	Application
GCSE at level A – C in English and mathematics or equivalent		√	Application
Six month's work experience, on a voluntary or paid basis		√	Application & interview
Willingness and motivation to develop own skills and work towards NVQ Level III in Organisation and Administration		√	Interview

