



Ripon Cathedral School

Job Description: Administration Assistant

POST:	Administration Assistant
GRADE:	Band 4
RESPONSIBLE TO:	Head Teacher / School Business Manager
STAFF MANAGED:	None
JOB PURPOSE:	To provide an administrative support service to the Headteacher and School Business Manager. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ol style="list-style-type: none"> 1. Provision of administrative, clerical and secretarial duties as required. 2. Assist in preparation of reports as required 3. Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. 4. Take minutes at various meetings as required. 5. Diary management 6. Assist teaching and non-teaching staff with administration queries. 7. Report concerns and obtain support for any issues raised.
Communication	<ol style="list-style-type: none"> 8. Communicate effectively with other staff, governors, visitors, contractors, pupils and their families/carers. 9. Attend staff meetings and training days by agreement with the Headteacher.
People/Resource Management	<ol style="list-style-type: none"> 10. Participate in the school's performance management scheme. 11. Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices. 12. Assist in the induction of new employees 13. Highlight additional training and supervision needs to build on your skills and knowledge. 14. Participate in training and other learning activities and performance development as required.
Safeguarding and Promoting the Welfare of Children/Young People	<ol style="list-style-type: none"> 15. Know about data protection issues in the context of your role. 16. Maintain confidentiality as appropriate 17. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to. 18. Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ol style="list-style-type: none"> 19. Maintain computerised and manual pupil/staff records. 20. Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. 21. Share information appropriately – in writing, by telephone, electronically and in person.
Health & Safety	<ol style="list-style-type: none"> 22. Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. Work with colleagues and others to

	maintain health, safety and welfare within the working environment
Data Protection	23. To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	24. Promote inclusion and acceptance of all pupils 25. Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values
Date of Issue:	



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Person Specification: Administration Assistant

Criteria	Essential	Desirable	Assessment	
Experience <ol style="list-style-type: none"> 1. Clerical or administrative experience 2. Experience of working with Microsoft Office 3. Cash handling experience 	<p>Y</p> <p>Y</p>	<p></p> <p>Y</p>	<p>2, 4</p>	
Skills & Knowledge <ol style="list-style-type: none"> 1. Knowledge of administration and office systems. 2. Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. 3. Computer literate. 4. Good numeracy and literacy skills. 5. Ability to work to deadlines. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p></p>	<p>4</p>	
Personal Qualities <ol style="list-style-type: none"> 1. Attention to detail, neatness and accuracy 2. Organisational skills 3. Ability to work successfully in a team 4. Confidentiality 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p></p>	<p>2,4</p>	
Other Requirements <ol style="list-style-type: none"> 1. A clear understanding and willingness to support the distinctive Church of England ethos of our Voluntary Aided school 2. A committed Christian able to contribute to our vision of providing a distinctively Christian education for our children 3. To be committed to Continuing Professional Development 4. Experience in other areas which might add an extra dimension to our school. e.g. art / music / sport 	<p>Y</p> <p></p> <p>Y</p> <p>Y</p>	<p></p> <p>Y</p>	<p>2, 4</p>	

Assessment: 1 Test prior to shortlisting (i.e. all applicants) 2 From Application Form 3 Test after shortlisting 4 Probing at interview 5 Documentary evidence 6 Other