

Job Title Administration Assistant

Department:	Children Young People Education & Skills	
Section:	Grouville School	
Reports to:	Administration Manager	
JE Ref:	CYP1123	
Grade:	CS04	JE Date: 20/03/2023

Job purpose

To provide a high level of administration support to the school/college

Job specific outcomes

- Being the first point of contact for students, staff, members of the public or external contacts, via e-mail, letter, telephone or face to face.
- Assist in the production and distribution of all correspondence for parents.
- Maintain student records on school/college databases including CMIS,ParentMail and manual records.
- Share responsibility for monitoring and recording attendance.
- Research and collate information and data from files and prepare replies to general queries
- Assist with student reporting.
- Assist with trip planning and paperwork (where applicable).
- Ordering stationery/ equipment for department, placing orders, agreeing invoices for manager approval, sourcing best value at all times.
- Arranging meetings, preparing documentation, refreshments, taking and producing minutes for distribution to relevant parties.
- Provide rapid and effective first aid support to all students and staff.
- Ensure school safeguarding / security protocols are met.
- Distribution of external/internal mail.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

<Delete the following statement if not applicable>

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

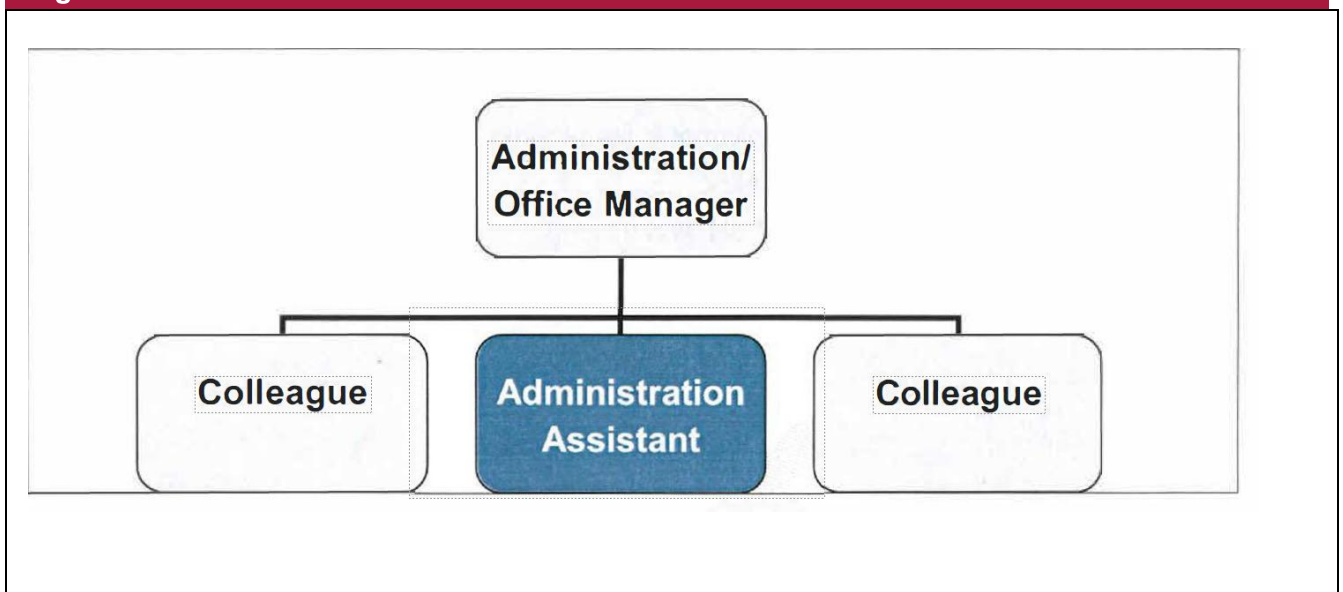
- List the primary service areas that are accountable to the role
- XX
- XX

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	GCSE level of education or equivalent to include a good level to English both oral and written.	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	Working knowledge of Information Technology skills (e.g. Microsoft Word, Excel, Outlook and Publisher as well as	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	Have a high standard of numeracy and literacy skills.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent knowledge of practice procedures, associated systems and administration processes in department/ organisation.</p> <p>Have a high standard of numeracy and literacy skills.</p> <p>Ability to handle a high volume of demands from students, staff and the general public face-to-face, over the telephone and via email under pressure at times.</p>	

	<p>Ability to work independently, accurately and on own initiative whilst prioritising own workload.</p> <p>Ability to maintain confidentiality and discretion at all times.</p> <p>Excellent customer service (telephone, face-to-face) and team working skills.</p> <p>Ability to adapt and work flexibly.</p>	
<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>Possess significant administrative and organisational ability.</p> <p>Previous administrative experience required.</p> <p>Up to date 1st Aid and Child Protection training.</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities, attributes and behaviour indicators.