



BEDFORD
FREE SCHOOL
SERVING BEDFORD & KEMPSTON

JOB DESCRIPTION

Job Title: Administrative Assistant

Reports to: Operations Manager

Overall Responsibilities:

- To support the teaching team with the general administrative duties
- To contribute to the efficient operation of administration within the school

Team Duties:

1. To create a welcoming environment and provide appropriate hospitality for visitors
2. To maintain a high level of security to protect Bedford Free School's staff, students and assets
3. To provide administrative and clerical support
4. To assist with the organisation/administration of events, Open Days, Parents Evenings etc.

Main Duties:

5. To provide general office and clerical services to Bedford Free School staff including reprographics services, collecting and distributing post, word processing, data input, data extraction, filing and typing duties as directed
6. To arrange the day to day cover requirements for the school
7. To deal with emails and internal and external post on a day to day basis
8. To support the team to maintain accurate, timely and legible records
9. To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner
10. To provide appropriate reception cover as and when required
11. To maintain filing systems in line with organisations policies and procedures
12. To assist with the ordering and maintenance of stationery supplies (specific to role as appropriate)
13. Process routine documentation, collate information for reports and undertake processing of correspondence, reports and other documents to corporate standards and deadlines and in formats appropriate to Bedford Free School
14. To be responsible for the use of physical equipment and to report any defects in equipment as appropriate
15. To be a flexible and supportive member of the team
16. To maintain strict confidentiality at all times
17. Attend and take part in team meetings & regular reviews with line manager
18. To undertake any other associated duties as appropriate from time to time assigned by the Operations Manager.

General:

This post is one of continual development. The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the department's annual business objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder

Statutory duties:

- **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures

- **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with School procedures

- **Health and Safety:**

To be responsible for following health and safety requirements in line with School policy and procedures

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role



PERSON SPECIFICATION

Job Title: Administration and Cover Assistant

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> English and Maths at GCSE grade A-C or equivalent 	<ul style="list-style-type: none"> RSA II Word Processing, ECDL or ITQ Level 2 or equivalent Safeguarding training
Knowledge/ Experience	<ul style="list-style-type: none"> Evidence of high performance in previous roles/jobs Experience of working effectively with people from diverse backgrounds Previous experience of clerical work Establishing effective relationships with staff, pupils and other stakeholders Evidence of understanding how to promote equality and diversity within the job role Working knowledge of Microsoft Office and a willingness to tackle complex word processing tasks Experience of operating computerised and manual systems Understanding of confidential and data protection matters Understanding of the demands of the administrative role to ensure effective prioritisation of workload Able to seek relevant information for problem solving and decision making 	<ul style="list-style-type: none"> Experience of working in a school office Knowledge of SIMs packages Experience of databases, spreadsheets, internet, electronic mail Experience of working effectively in a customer focused environment
Skills/Abilities	<ul style="list-style-type: none"> Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution Ability to promote the School's reputation and carry out School business appropriately and professionally at all times 	<ul style="list-style-type: none"> First Aid training

	<ul style="list-style-type: none"> • Ability to communicate effectively and confidently face-to-face, on the telephone and in writing • Ability to form and maintain good working relationships and must be punctual and reliable • Ability to produce documents that are grammatically correct and spell checked • Ability to proof read and correct documents accurately • Ability to prioritise own workload and juggle a range of tasks and deadlines effectively communicating changing priorities to those involved • Ability to record, track and retrieve documents using files and folders (both paper-based and on the PC) • Ability to work on own initiative • Ability to communicate with students • Excellent interpersonal skills • Drive, Energy and vision • Efficient, methodical and organised • Calm under pressure • Reliable with a high degree of confidentiality and integrity 	
Special Requirements	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • Willingness continuously to update skills and knowledge • Awareness of health and safety requirements relevant to the job • Must be a resilient character with a flexible approach to work 	