



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Administrative Assistant
Summary of the role:	Complete a range of admin tasks working under the direction of the HR Administrator and other senior administrators
Line management responsibility for:	N/A
Safeguarding requirements:	<ul style="list-style-type: none"> Engage in regulated activity relevant to children Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	<ul style="list-style-type: none"> Assist with the administrative tasks involved in recruiting staff as follows: <ul style="list-style-type: none"> Download and store job applications and distribute to relevant staff in a timely manner Invite shortlisted candidates to interview Obtain references for candidates shortlisted for interview and follow up as necessary Greet staff attending interviews and escort them around the campus during an interview process Make copies of ID and other documentation and accurately store and record the information according to regulatory requirements Assist with DBS Enhanced checks in line with regulatory requirements Assist with obtaining and accurately recording information such as staff absence/attendance records Provide general admin support to senior administrative staff with duties such as: <ul style="list-style-type: none"> Collating and filing documents



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	<ul style="list-style-type: none">• Reprographics assistance (photocopying and scanning documents)• Checking stock levels of stationery <p>Provide additional support as deemed appropriate and as directed by line manager</p>
Line management duties and responsibilities	<ul style="list-style-type: none">• N/A

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Minimum of five GCSEs grade 5 and above including Maths and English 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> Educated to A level or equivalent standard RSA typing qualification 	<ul style="list-style-type: none"> Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Proficient in the use of computer software such as Microsoft Office 365 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Contents of the application form Interview References



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Skills, abilities and competencies	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">• Organised and accurate approach to completing tasks• Independent and confident approach to completing tasks• Ability to work to instruction and follow procedures with minimal supervision• Punctual• Confident approach to learning and using computer applications• Excellent written and verbal communication• A clear understanding of the need for a high level of confidentiality	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• Contents of the application form• Interview• References



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Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • N/A 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Microsoft Office 365 	<ul style="list-style-type: none"> • Contents of the application form • Interview • References
Attitude and Behaviours	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Calm approach to completing tasks • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • N/A • 	<ul style="list-style-type: none"> • Contents of the application form • Interview • References