LINCOLNSHIRE COUNTY COUNCIL **JOB DESCRIPTION**	
DIRECTORATE: **Children's Services**	**Division/Section/Branch:** **Schools**
Service/Sub-Division:	
JOB TITLE: **Administration Assistant**	**JEM Number** **01-138**
GRADE:	
REPORTS TO: Administrator, Headteacher (or other designated person)	
1.	**PURPOSE OF JOB:** To assist the administration team in the provision of clerical and administrative duties.
2.	**MAIN RESPONSIBILITIES, TASKS & DUTIES**
i	To carry out telephone, reception and messenger duties. To provide administrative support, including filing, word processing and reprographics work and data input.
ii	To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.
iii	To assist the arrangement of routine in school activities such as medical\dental examinations, school photographs, induction evenings etc.
iv	To assist with the general administration of work experience, school trips etc.
v	To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.
vi	To assist in the compilation, maintenance and analysis of registers.
vii	To maintain such records as may be required, including admissions, leavers, staff and student records.
viii	To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.
ix	To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.
x	To input data onto computerized systems e.g. SAP/SIMS/Integris (or other database software) as required.
3.	**MANAGEMENT OF PEOPLE**

	SUPERVISION OF PEOPLE
4.	**CREATIVITY AND INNOVATION** Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity.
5.	**CONTACTS AND RELATIONSHIPS** Day to day contacts with parents/carers, staff and external bodies on routine matters.
6.	**DECISIONS**
	a) **Discretion** Work is carried out within clearly defined policies and procedures; advice can be sought from line manager.
	b) **Consequences** Impact on school administrative processes, which is likely to be easily identified and remedied.
7.	**RESOURCES** General office equipment needed to carry out tasks, such as PC and audio equipment. To handle cash in line the schools finance policy, which may include collecting money from pupils and parents.
8.	**WORK ENVIRONMENT**
	a) **Work Demands** Work is subject to many interruptions from reception/telephone duties; this is part of the role and does not cause any significant change to the overall tasks to be carried out.
	b) **Physical Demands** General office work, may involve long periods of working at a computer.
	c) **Working Conditions** Work is carried out in a well lit\ventilated office environment
	d) **Work Context** Contact with parents/carers, pupils and employees on matters which are routine and non-contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.
9.	**KNOWLEDGE AND SKILLS**

	No formal qualification required Keyboard skills Computer literate Desirable – 6 months relevant experience, CLAIT or equivalent qualification NVQ2 in relevant discipline
10.	**GENERAL**
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	
Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.	
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.	
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

	Name:	Signature:	Date:
Job Description written by: [Manager]	…….	…….	.....
Job Description agreed by: [Postholder]	…….	…….	.....
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Lincolnshire COUNTY COUNCIL

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title	Administration Assistant	**JEM Reference No.**	**01-138**
Directorate	Schools	**Evaluation Date**	30/1/06
Service	Generic		

FACTORS:		**LEVEL**	**POINTS**
Management of People		1(up to five)	16
Dispersal			
Creativity and Innovation		2	40
Contacts and Relationships		2	38
Decisions	Discretion	2	36
	Consequences	1	12
Resources		1	10
Work Environment	Work Demands	2	16
	Physical Demands	1	6
	Working Conditions	1	6
	Work Context	1	8
Knowledge and Skills		2	80
TOTAL POINTS			268
GRADE			**Grade 3**

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000	
Evaluation Type	**JE Project**