

Brentwood Ursuline Convent High School



Administrative Assistant Job Description

Job Title	Administrative Assistant with school duties
Grade	2020 Scale 4 (Point 6-7)
Reports to	School Business Manager
Part-Time	Term Time plus one week (Inset) 35 hours per week over 5 days.
Liaison with	School Business Manager, Deputy Headteachers, Student Support Co-ordinator, Other staff, Pupils, Parents, Visitors, External Agencies, ECC staff
Job Purpose	To provide administrative support to facilitate the smooth running of the school. Although this list is not exhaustive the duties may encompass any of the following from time to time:
Duties	<ul style="list-style-type: none">• To provide administrative support for student attendance• To provide administrative support to various departments in the school.• To provide administrative support to Heads of Year when required including supporting the organisation of school events and year group activities.• To provide administrative support to SLT when required including supporting the organisation of school events.• To provide administration support for school trips• To operate and maintain appropriate databases and spreadsheets• To undertake reception duties as required and the taking and distributing of messages, including answering the main telephone overflow during peak periods.• To provide Invigilation when required.• To provide First Aid back up to students, staff and visitors in case of need (training will be provided)• To be able to cover various administrative areas in case of staff absence.• To undertake a variety of word processing and desktop publishing services for the school• To date stamp and record all work undertaken on a daily basis using recognised systems.• To provide general administrative support to the school which may include:<ul style="list-style-type: none">○ To receive and deal with enquiries from parents, staff, students and governors both over the telephone, via email and in person○ Entering and updating student data on computer

database

- To greet visitors to the school and liaise with appropriate staff
- Deal with lost property and confiscated property in accordance with school procedures
- To ensure security procedures are adhered to, issuing badges and ensuring visitors sign in and out
- To undertake filing and photocopying as required
- To undertake operation of computerised/manual registration system
- To assist in the administration of student lockers
- To open and arrange distribution of post
- To assist with emergency evacuation procedures.

Student Attendance

- To undertake all duties relating to pupil punctuality, attendance and general records
- To input and ensure the accuracy of data onto the computer and SIMS systems
- To contact parents/guardians on a daily basis concerning student absence, call back system (including first call)
- To undertake operation of computerised/manual registration system
- To effectively use SIMS (and other relevant systems) to ensure the production of reports, letters and documents as required for attendance, punctuality and detentions.
- To undertake truancy sweeps
- Collating absence notes
- Registering students if they arrive late after registration
- To operate and maintain appropriate databases and spreadsheets as required
- Promote rewards for Attendance
- To oversee the arranging of escort home for sick pupils as directed
- To update and maintain Cause for Concern data

Any other duties as deemed necessary by the Headteacher consistent with the postholders experience and skills

OTHER DUTIES *(note: these may vary dependant on the requirements of the day)*

- Mid day assistant
- Before and after school duties
- Break and Lunch Duty
- Library Duty
- Lunchtime / Homework Club

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion

with line manager

- To comply with individual responsibilities, in accordance with the role, health and safety in the workplace
- To be aware of the ethos of this Catholic school
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
Clerical/Admin 'D' (Secondary)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role