

North Crescent Primary School

Job Title	Admin Assistant
Grade	2020 Scale 4, Point 6-7 (£19,698 to £20,092 pro rata)
Reports to	Headteacher, Senior Administrator
Liaison with	Headteacher, Senior Administrator, Other staff, Pupils, Parents, External Agencies, ECC Staff
Purpose of the Job	To provide a effective and efficient clerical and welfare support to the school. Including attendance and some finance support.

Duties

Welfare

- To maintain and follow the school's first aid policy, administer first aid to pupils as required, and order and distribute first aid supplies as necessary
- To undertake all aspects of school attendance, including tracking, reporting, and liaising with parents and outside services.
- To liaise with parents regarding pupils sickness/injury
- To assist with visits from nurse, dentist etc
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for telephone, email and face to face enquiries.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in and out.
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To maintain the school diary
- To provide general clerical support as required, including typing/word processing
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school visits in liaison with the teaching staff
- To complete pupil census returns

Finance

- To be responsible for the electronic collection of dinner monies and completion of all catering returns for school meals and free school meals
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- To prepare monies for banking
- To assist with financial administration such as placing orders, collecting monies, issuing receipts etc
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies

General

- To adapt a positive 'can do' attitude at all times and work as a team player.
- 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, for health and safety in the workplace
- 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.
- To carry out ad-hoc duties as requested by the school leadership team, and or office manager.

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

Admin/Clerical 'C' (Primary)

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 First Aid Qualification
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Excellent reading, writing and oral communication skills
	Numeracy	Ability to count and undertake calculations accurately
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms and write routine letters
	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 in relation to the role
	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 Ability to work accurately with attention to detail
	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	Working knowledge and 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