



Barons Court Primary School and Nursery

Job Description ~ Administrative Assistant

Job Title	Responsible to
Administrative Assistant.	Office Manager Headteacher
Main purpose of the job	Liaison with
To implement a comprehensive range of administrative systems and procedures to meet school requirements.	All school staff and pupils, governing body, Local Authority staff, members of the public.

MAIN ACTIVITIES

- Undertake reception duties including response to telephone and personal enquires – ensuring that all visitors are welcomed in compliance with the school's security and safeguarding procedures.
- Deal with all queries to the school office, taking and passing on accurate messages when queries cannot be dealt with.
- Provide cover for the school telephones, ensuring they are covered at all times.

FINANCE RELATED ACTIVITIES

- Carry out basic financial procedures regarding Wisepay such as collating and reconciling school meals, breakfast club and other school events.
- Preparing and providing the Headteacher with the weekly catering return and analysis of weekly uptake of school meals.
- Support the Finance Manager with the administration of out of school visits in liaison with the teaching staff. Ensuring that transport is booked, tracking attendees and their payments and ensure adult-children ratio and other duties required.

ADMINISTRATIVE ACTIVITIES

- Complete morning registers daily and ensure that all information is appropriately recorded following the schools systems.
- Follow up pupil absence by implementing a first day absence call by 10.00am each morning and informing the Headteacher and Learning Mentor when any persistent absentees are absent.
- Producing attendance figures and analysis reports as required by the Headteacher half termly.
- Typing of correspondence as required by the Headteacher and producing and processing routine school documentation and letters to parents.
- Carrying out general office duties, such as photocopying, laminating, binding, filing etc.
- Provide clerical assistance with arrangements for school functions, including those of the Barons Court Fundraising Committee.
- Analysing the attendance of pupils at extra-curricular activities and reporting such information to the Headteacher on a termly basis.
- Monitoring and responding to, or appropriate distribution of incoming e-mails, internal/external post and documents posted on SLN.
- Assist with the Headteacher's diary, liaising with staff, parents, professional colleagues and the public.
- Preparation and analysis of questionnaire to determine stakeholder views ensuring all outcomes are effectively shared with stakeholders.
- Completing and submitting the returns required by Copyright Licensing Authority.
- Prepare the weekly newsletter and regularly review the school Digi-screen.
- Update the school App weekly.
- Undertake the administrative work in arranging out of hours clubs, liaising with outside agencies, preparing registers and sending out letters to parents.
- To co-ordinate election papers, communication for parent governor vacancies as required.

TEACHING SCHOOL ALLIANCE ADMINISTRATIVE ACTIVITIES

- Ensuring all programmes are effectively marketed and co-ordinated with the alliance schools and beyond.
- Ensuring all training is managed effectively and that accurate records of attendees are kept for monitoring and impact assessment.
- Maintaining records of all TSA activity and ensuring appropriate monitoring and evaluation is conducted to inform annual review of key performance indicators and impact assessment.
- Day to day administration of the Teaching School website in liaison with the Headteacher.
- Assisting with training courses (i.e. venue booking, room preparation, documents, invoicing)
- Assist in the uploading of information onto the SLN.

WELFARE

- Carrying out minor first aid, administering authorised medicines and contacting parents as necessary.
- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded.

CONDUCT

- To act in a professional and confidential manner with all school information.
- Work co-operatively with others and show commitment to the office team, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team.
- Promoting the image of the school in all contact with the local and wider community.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Attend training, courses and meetings as necessary and participate fully in performance management processes.
- Provide visitor refreshments as requested by any member of the Senior Leadership Team.
- Maintain a tidy and organised office environment conducive to efficient working practices.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Signed

Date

Signed (Headteacher)

Date

Date of Issue: March 2019

Review: March 2020

Barons Court Primary School and Nursery



Person Specification ~ Administrative Assistant

Attributes	Essential	Desirable
<u>Qualifications and Experience</u>	<ul style="list-style-type: none"> a) Good skills in basic literacy and numeracy – Grades A-C GCSE in English and Maths (or equivalent) b) Good knowledge of ICT and in particular use of word, excel and e-mail. c) Experience of working in an office environment as part of a team based approach. d) Experience of producing documents to a high quality. 	<ul style="list-style-type: none"> a) Relevant qualification in typing. b) Qualified in shorthand. c) Has a minimum of 1 year's relevant experience. d) Experience of working with SIMS or a similar data management system.
<u>Knowledge</u>	<ul style="list-style-type: none"> a) Awareness of and willing to promote the schools social inclusion policies and practices. b) Excellent communication skills, both written and oral. c) Ability to analyse information effectively. 	
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> a) Extremely organised and able to deliver on time and to agreed quality standards. b) Able to communicate effectively with children, parents and other staff and visitors. c) Ability to use initiative as required. d) Ability to maintain good records to ensure effective reporting of information. 	
<u>Work-Related Personal Qualities</u>	<ul style="list-style-type: none"> a) Friendly, helpful, welcoming with excellent interpersonal skills. b) Good attention to detail. c) Willing to work as a team and able to demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues. d) An empathy with pupils who have special needs and medical needs. e) Professionally discreet and able to respect confidentiality. 	<ul style="list-style-type: none"> a) First Aid qualification or the willingness to undertake the First Aid at Work training.
<u>Other Work Related Requirements</u>	<ul style="list-style-type: none"> a) Suitability to work with children. b) Patient and resilient. c) Ability to work well under pressure. d) Excellent record of attendance. 	