

Job Description

Job Title	Admin Assistant
Grade	2020 Scale 3 or 4 - Dependant on Experience FTE - £18,933 to £20,092.
Hours	Permanent, part time, term time only position. Monday to Friday, 10am to 2pm. (20 hours per week)
Reports to	Office Manager
Liaison with	Headteacher, Office Manager, Business Manager, All Other Staff, Pupils, Parents, External Agencies.
Purpose of the Job	To provide an effective and efficient administrative and welfare support to the school.

Duties

Welfare

- To administer first aid to pupils as required and in keeping with the school's policy. To order first aid supplies as necessary
- To liaise with parents regarding pupils sickness/injury
- To assist with visits from vaccination team, school nurse etc
- To assist with the general welfare of pupils

Reception

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

Clerical

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To maintain the school diary
- To be responsible for the sorting and distributing of incoming external post, parental communications and response paperwork, and the sending of outgoing post
- To provide general administrative & clerical support as required

- To assist with the preparation and maintenance of the manual and computerised (SIMS) pupil data records including attendance records and admissions
- To assist the Office Manager, as required, with the planning and administration of school visits, after school clubs, extra-curricular music lessons & internal activities
- To assist with the preparation of lunch menus, their distribution, collation and inputting onto SIMS.
- To ensure that the school email account is regularly monitored and that requests for information are responded too (where appropriate) in a timely and professional manor
- To help ensure that the schools website is up-to-date with current information including copies of recent letters, forms and documents
- To encourage parents to engage in and keep up to date with information and news via the schools Home/School Communication system

Finance

- To assist with the upkeep and for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents
- To help maintain the schools online payment system, SIMS PAY, producing reports and ensuring parents are registered on, and up to date with, any monies owed
- To, as required, assist with financial administration such as placing orders, invoicing, filing and shredding
- To carry out financial administration in accordance with appropriate LEA and school financial regulations and policies

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, 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.
- 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 Assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Proficient at using school specific software, SIMS & SIMS PAY (preferred but not essential) 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	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Competent user of Microsoft applications including Outlook, Word and Excel Ability to use photocopier Experience of maintaining a website
Communication	Written	Ability to complete forms, write routine letters and emails
	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 and effectively prioritise workload
	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