

JOB DESCRIPTION AND SPECIFICATION

(i) JOB TITLE, RESPONSIBILITIES AND RENUMERATION:

TRUST ADMINISTRATION ASSISTANT

Band 2 Point 3-6

35 hours per week

Responsible to the Trust Administration Manager/Senior Leadership Team

(ii) Job Role Overview

The role of Administrative Assistant will provide effective support to the Trust Administration Manager, Senior Leadership Team and other staff as required, undertaking day to day operations of the busy school office, ensuring compliance with all trust policies and procedures.

This role will be based at both Kents Hill Junior School and Lubbins Park Primary so the successful candidate must be willing to travel between both sites within the trust as required.

In order to undertake this role, the post holder should be a positive team player and confident communicator, able to challenge others and themselves. They will need to be an ambassador of the trust's values and ethos and for the highest possible levels of professional conduct.

(iii) JOB DESCRIPTION

Administration

- Undertake any typing/wordprocessing as required by the Trust Admin Manager and Senior Leadership Team
- Monitor and update the school diary daily
- To be responsible for the sorting and distribution of incoming and outgoing post including the purchase of stamps and arranging special delivery letters
- To be responsible for the preparation and maintenance of manual and computerised pupil data records, including attendance .
- Manage and monitor school supplies and notify the Trust Admin Manager when stock is low.
- Assist with the administration of school visits in liaison with teaching staff and parents
- Accept and sign for deliveries as appropriate ensuring these are checked thoroughly against delivery notes and purchase orders. Liaise with supplier if items are missing or faulty.
- Ensure goods received into the school office are promptly distributed within the school.
- To be responsible for sending texts and emails to parents, governors and staff using the school communication system as requested
- Undertake any filing or photocopying and photocopier maintenance within the school
- Update school website including year group and whole school blogs
- To act as confidential PA to the Senior Leadership Team as required

Pupils and Welfare

- Administer first aid to pupils who are hurt or unwell, liaising with parents and staff as required.
- Administer pupil medication as requested
- Assist with the general welfare of pupils
- Manage pupil attendance and absence including first day calling
- Issue pupil holiday replies and manage penalty notices including sending relevant information to Essex County Council

Reception

- To be the first point of contact for both telephone and face to face enquiries, taking messages where appropriate
- Take responsibility for dealing with complex or difficult visitors, liaising with the Trust Admin Manager when necessary
- Ensure all school visitors sign in correctly and are issued with a school ID badge.
- Ensure all volunteers, staff and visitors (where appropriate) have a valid and recent eDBS clearance. If no eDBS is available ensure an appropriate charparone is allocated to the visitor all times.

Finance

- Update and maintain SIMS PAY ensuring all income is entered and allocated correctly to pupil accounts
- Run SIMS PAY weekly income reports to send to the Trust Finance Team
- Administer all cash and cheques received into the school office in relation to dinners, trips, clubs and nursery, ensuring these are recorded on daily income collection sheets and receipts are issued in line with finance regulations

- Ensure pupil debts are managed weekly and notified to parents using the debt template letters on SIMS PAY
- Ensure all cash/cheques received into the school are secured in the school safe at the end of each day
- Prepare all monies received for banking
- Provide pupil dinner numbers weekly to the kitchen Manager and issue weekly SIMS dinner report.

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 Trusts Equal Opportunities Policy
- Ensure trust policies and procedures are adhered to all times.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job, skills and grade.

(iv) PERSON SPECIFICATION

The post holder will need the follow skills, knowledge and experience to undertake the role;

General heading	Detail	Preferred but not essential
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy office environment. Educated to NVQ Level 2 or equivalent qualifications or experience considered First Aid trained
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook and database programs
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the schools in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults
	Team work	Ability to work effectively with other colleagues 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
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
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	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others

The Trustees and Local Governing Body are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
