

Administrative Assistant (with Finance responsibilities)

Job Title:	Administrative Assistant (with Finance responsibilities)
Grade:	Scale 5 - 6 (subject to skills and experience)
Based at:	The Hawthorns School
Reports to:	Office Manager
Responsible for:	N/A
Liaison with:	Headteacher, school staff, pupils, parents/carers, outside agencies, visitors, SEAX Trust staff, Academy Committee members
Job Purpose:	<p>Under the direction of the Office Manager:</p> <ul style="list-style-type: none"> • Undertake pupil-related and other administrative work, including finance related tasks, to ensure an efficient and effective administrative service for the school • To operate, maintain and develop the administrative and financial systems of the school in line with SEAX Trust policies, financial regulations and procedures
Principal Accountabilities:	<ul style="list-style-type: none"> • To function as a key member of the Administration Team, undertaking pupil welfare, general administration and financial duties, as required, ensuring prioritisation of key tasks • To assist the Office Manager in providing a professional, efficient and effective administration support service to the school • To cover the Reception Desk, as required, acting as the 'face of the school', providing a welcoming and professional first impression

Job Description – Administrative Assistant

Duties:

Clerical

- Report pupil absences accordingly, alongside the Pastoral Team, in line with the school's Attendance Policy
- Record pupil information on the electronic database e.g. updates to personal information
- Provide a professional, efficient and effective administration support service to the school under the direction of the Office Manager
- Assist with the monitoring and maintenance of stock and order supplies as necessary
- Undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- Share responsibility for Ofsted preparation as part of the wider administration team
- Support with administrative tasks outside of usual daily duties, under the supervision of the Office Manager, during periods of high activity and/or due to staff absence

Finance

In liaison with the Office Manager, Operations Manager and SEAX Trust's Director of Finance, to perform Finance procedures, including:

- To place orders for the wider school e.g. curriculum resources, training course etc, ensuring the correct paperwork is completed and signed before placing any orders
- To monitor all deliveries in/out of the school, posting GRNs to the system upon receipt of goods and distributing around the school
- To process all invoices received into the school including regular direct debit entries
- To process staff expenses under the supervision of the Operations Manager
- To process income entries, such as Parent Pay income, LA/DfE funding
- To maintain the scanning and filing of finance documents
- To assist with other Finance based tasks, such as the preparation of the BACS files, as and when required, under the instruction of the Office Manager/Operations Manager
- To ensure that all Finance matters are managed in accordance with SEAX policies

HR

During periods of high activity and/or staff absences, you may be required to work in liaison with the Office Manager, to assist with personnel/HR matters including:

- To assist with the recruitment process including processing job applications, managing vacancies and arranging interviews
- To ensure paperwork related to staff absences and overtime are received by the Office Manager in a timely manner for processing
- To assist with the scanning and filing of HR documents

- To ensure compliance is always upheld in respect of the Visitor Policy
- To ensure that all HR matters are managed in accordance with SEAX Trust policies

Reception

- Be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- Ensure school security arrangements are complied with, including the issue of visitor's badges and signing in of visitors, keeping up to date with any changes to the school Visitor Policy
- Provide hospitality for all visitors to the school
- Routinely troubleshoot problems/issues for parents and answer queries confidently
- Operate a "last person standing practice", ensuring that Reception is always staffed
- Undertake the role of Fire Marshal for the Reception area, ensuring that evacuation procedures are adhered to
- Accept and sign for deliveries as appropriate
- To always act as an advocate for the school and a role model to pupils, ensuring all tasks are undertaken in a timely, professional way and with a 'can do' attitude

Welfare

- Assist with administering medication to pupils in the absence of colleagues
- Administer first aid to pupils as required, in keeping with the school's policy
- Liaise with parents regarding pupils' sickness/injury
- Assist with visits from nurse, dentist etc
- Assist with the general welfare of pupils

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher/Office Manager to carry out appropriate duties within the context of the job, skills and grade.

Person Specification – Administrative Assistant

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Experience of administrative/office work in an office Educated to NQF Level 2 or equivalent Experience of working in a busy school office Experience of working in a Finance environment	✓ ✓	✓ ✓
Knowledge of relevant Procedures	Working knowledge of general school policies and procedures Understanding of School environment	✓ ✓	
Literacy	Accurate reading, writing and spelling skills	✓	
Numeracy	Accurate numeracy skills and an ability to undertake basic calculations	✓	
Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications	✓ ✓	
Communication			
Written	Ability to complete forms	✓	
Verbal	Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Languages	Ability to overcome communication barriers with children and adults	✓	
Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges	✓ ✓	
Working with Children & Others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Understanding of the general aspects of child development	✓	

Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Basic understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
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 a range of other adults Ability to prioritise workload and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information Ability to provide timely and accurate information Understanding and implementation of confidentiality	✓ ✓ ✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	N/A		
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Ability to follow instructions accurately	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand and comply fully with procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	

CPD	Be prepared to develop and learn in the role	✓	
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This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references