

Job Description

Job Title	Administration Assistant
Grade	2020 Scale 4
Reports to	Headteacher, Office Manager, Bursar
Liaison with	Headteacher, Office Manager, Bursar, Other staff, Pupils, Parents, External Agencies, ECC and Trust staff
Purpose of the Job	To provide an effective and efficient clerical and welfare support to the school. Including some finance

Duties

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary
- 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 both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Administrative

- To draft correspondence and other documentation to the Headteacher and Office Manager's specification
- To monitor and draft policies for review and presentation to the Headteacher / Local Governing Committee, in a timely manner and update the policy tracker as and when required
- Production and dissemination of prospectus and other promotional and informative material
- To take responsibility for dealing with complex enquiries and visitors to the school
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- To provide as required and as appropriate, cover for the work of other members of the administrative team according to workload pressures and/or in their absence
- To update and maintain the school website
- To produce the school newsletter and update to website and ParentMail
- 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 post and the sending of outgoing post, including the purchase of stamps
- To provide general clerical support as required
- 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

Finance

- To be responsible for the collection of dinner monies and completion of all catering returns for school meals, milk returns, free school meals and liaison with parents
- 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, invoicing, collecting monies, issuing receipts etc
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies

IT

- Liaising with our IT technician and suppliers to ensure the smooth running of IT equipment within the school (i.e. whiteboards, laptops and printers)
- Being the initial point of contact for any issues relating to IT equipment within the school
- To be responsible for pupil IT platforms including maintaining and issuing logins
- Maintaining an inventory for IT related equipment

General

- To assist with accepting deliveries and checking as appropriate
- To provide hospitality for visitors to the school as required
- 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

Administration Assistant (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	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	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	Good organisational skills

	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