

THE PHOENIX PRIMARY SCHOOL & NURSERY

JOB DESCRIPTION

- Job Title:** Admin Assistant
- Scale:** Scale 3 Point 5-6
- Reports to:** Head of School
- Hours:** 26.25 hours per week
Monday to Friday - 8:30am to 2:15pm
Term time only (break 30 minutes)
- Liaison with:** Head of School, SLT Team, Teachers, PA to Head of School/Personnel Manager, Finance Manager, Support Staff, Parents, Visitors, External Agencies, Governors
- Job Purpose:**
- To provide effective and efficient administrative and welfare support to the school and Head of School.
 - Undertake pupil-related and other administrative work to ensure an efficient and effective administrative service for the school.

Main Duties

Administrative

- Process and record Absence Forms, liaising with the Head of School/Personnel Manager/Deputy Head regarding any RTW/Staged Approaches and Unpaid Absences.
- Support with Recruitment Administration as directed by Personnel Manager.
- Process DBS Applications.
- Support with Third Party Contractors/Volunteers/Governors Administration (including chasing safeguarding requirements) as directed by Personnel Manager.
- Prepare Induction Packs.
- Maintain and update staff Email Addresses and Groups.
- Maintain and update staff on the Teacher2Parent system and add basic details to SIMS for contact list.

- Maintain electronic and paper filing.
- Undertake scanning and reprographic work.
- To take messages and assist with telephone calls and face-to-face enquiries.
- To undertake typing and word processing as required (including producing standard-form letters).
- To provide cover for Reception/Main Office Admin as required (i.e. sickness absence).
- To effectively use the school signing in system - Schools Inventory.
- Book and keep records of whole staff training, liaise with staff and organisers and ensure staff are reminded and that dates and calendar etc. are all updated to correctly reflect information.
- To undertake other administrative and clerical duties as may be required for the Head of School.
- To work in a timely effective manner ensuring deadlines are met with all tasks/communication.
- To maintain a clear, secure work area to ensure confidentiality is maintained.
- Maintain records of policies ensuring policies are updated by relevant staff, send to Governors to review and approve and upload onto systems.

Finance

- To prepare money for tuck and make appropriate arrangements for school banking.
- Assist Finance Manager in undertaking bank reconciliations and checking statements.
- Processing invoices and placing orders.
- To carry out all financial administration in accordance with appropriate DfE and MAT financial regulations and policies.
- Help to ensure the school is following 'Best Value' procedures.
- To provide general finance support as required.

Welfare/First Aid

- To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary.

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 develop effective relationships with key stakeholders.
- To manage and prioritise own workload in line with service requirements.
- To deal with correspondence promptly and as required.
- To ensure that all work undertaken in the role is GDPR compliant.
- To maintain and uphold high standards when managing confidential information.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

- Ensure that all duties and services provided are in accordance with the Trusts Equality, Diversity & Inclusion Policy.
- Monitor and support own and colleagues' wellbeing and mental health in line with the DFE's Education Staff Wellbeing Charter and the Trusts Mental Health and Wellbeing Policy and Procedure.
- To undertake any training commensurate to the post.

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 Head of School to carry out appropriate duties within the context of the job, skills and grade.