



JOB DESCRIPTION

Job Title: Administrative Assistant

Responsible to: Headteacher / School Business Leader

Job purpose:

Administrative Assistant, working 35 hours per week, from 8.30am-4.00pm, to assist with all administrative tasks relating to efficient and smooth running of the office and the school as a whole.

We are looking for a strong team player with impeccable attention to detail and excellent computer skills. Our Administrative Assistant needs solid experience working with Microsoft Software or Google packages, but also with a willingness and capability to learn new systems.

Our Administrative Assistant is a key member of the school's support staff team. One of a team responsible for ensuring there is efficient, effective organisation and administration of school business processes, procedures and policies. Delivering the best possible service to all stakeholders to facilitate efficient and effective service and teaching and learning across the school.

The Administrative team are the main and first point of contact for the majority of visitors/callers to the school and as such are pivotal in projecting the schools positive, welcoming ethos and values. They are therefore expected to demonstrate exemplary customer service and a can-do approach to both internal and external customers.

Duties

- Deal with routine reception/visitor matters, carry out reception tasks as the first point of contact for visitors and callers to the school ensuring that everyone receives a welcoming positive and helpful response and that messages and calls are efficiently processed;
- To be aware of and follow school policies and procedures for visitors in school;
- To use and update the computerised management information systems and/or paper-based filing systems to enter record and retrieve data;
- To provide general clerical/admin support e.g. photocopying, filing, complete standard forms, responding to routine correspondence, phone calls etc;
- Produce lists/information/data as required e.g. pupils' data;
- To produce letters, documents, undertake typing, word-processing and other IT based tasks;
- Maintain and populate the school calendar;
- Process orders, ensure all deliveries are checked and correct and chase any discrepancies;
- General stock taking;
- Cover the attendance role when necessary;
- To set up online payments and permission and chase and follow up outstanding permissions and debts owed by parents;
- To lead on the school's social media and website strategy, ensuring all sites are informative and kept up to date.

Admissions

- To provide administrative support processing school admissions, inputting and processing applications into the school management system and any other IT platforms used in school;
- Support with maintaining accurate pupil records, ensuring all paper files are filed correctly and any pupil leavers records have been forwarded to the new schools.

First Aid & Health and Safety

- To be the main support and one of a team who undertake the provision of First Aid (after training) in the event of accident or injury, looking after sick pupils, staff or visitors and liaising with parents/staff etc;
- To draw to the attention of the SENCo/Headteacher/Safeguarding team any concerns over the welfare of children;
- Fire Marshal duties (with training)

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Google Drive);
- Operate office equipment e.g. photocopier, computer;
- To assist the office team with the administration/monitoring of the school's resources, monitoring supplies/stock, reporting orders or breakages and checking off deliveries
- To ensure that lost property is effectively tidied, re-distributed and managed within the school;
- To use the school reprographics systems to copy and distribute documents, make sure there is a supply of the materials required to operate the systems and report and record faults
- Provide general advice and guidance to staff, parents, pupils and others

Responsibilities

- To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
- Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
- Appreciate and support the role of other professionals;
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

Personal & Professional Development

- Attend and participate in relevant meetings as required;
- Participate in training, other learning activities and performance development;
- To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence;
- To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person;
- Be aware of all documents produced during the time at the school remain the commercial documents of the school;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.