**Admin Assistant**

**Job Description & Person Specification**

**Job Description**

**Post: Admin Assistant**

**Department: Admin**

**Responsible to: School Business Manager, SLT**

**Responsible for: School Admin, assist and support the Admin Office and School Business Manager. All work to be treated as confidential.**

**Location of role: Ranikhet Academy**

**Advert Date: October 2021**

**About the Role**

To assist the Admin Office and School Business Manager in running the school office by providing general clerical and administrative support. To be responsible to the SLT to facilitate the smooth running of the school office. Ensuring that tasks given are carried out effectively and efficiently in line with Ranikhet Academy school policies.

**Section 1 - Key Responsibilities and Demands**

* Answer the phone and handle any queries appropriately.
* Act as front of house and communicate with pupils, staff, parents, and visitors, contractors and other stakeholders appropriately – observing safeguarding.
* Reception duties – ensuring the office is welcoming and tidy.
* All staff enquiries.
* To complete first day response by 10.00am (including classroom absence check).
* Keep up to date with school events and its calendar so that questions can be answered quickly and accurately.
* Maintain confidentiality when handling potentially sensitive tasks regarding parents and pupils.
* Work on the MIS system – such as input attendance, class lists, reports, etc..
* Be responsible for collecting relevant information for school transfers, such as the education records.
* Request records from previous schools, where necessary.
* Check whether pupils are eligible for free school meals.
* Ensure the confidentiality of data – GDPR.
* Ensure good lines of communication between the reception and the rest of the school by ensuring relevant information is communicated to the relevant people.
* To undertake clerical and administration support for the SBM and SLT, including data entry, typing, photocopying, and filing.
* Photocopy letters/documents etc. as required and distribution to classrooms, as necessary.
* Distribute leaflets or like to classrooms in appropriate numbers.
* Aid with record management/organisation.
* Sort and distribute mail.
* Provide any admin support for extended services offered by the school.
* Assist with maintaining the school website as delegated by the Admin Officer.
* Manage the school calendar, as delegated by the Admin Officer.
* Assist with the organisation of school trips and events.
* Maintain and up-to-date and accurate inventory of stock, report to SBM.
* First Aid stocks supplies.
* Understand and follow the lockdown and fire evacuation procedures in an emergency.
* Attend any relevant training programmes, such as safeguarding.
* Any other duties at request of Head, SLT and Admin Officer.

**Section 2 - Person Specification**

|  |  |
| --- | --- |
| **KNOWLEDGE AND SKILLS REQUIRED** | **ESSENTIAL OR DESIRABLE?** |
| **Knowledge and Skills** |  |
| * English and Maths GCSEs | Essential |
| * Safeguarding Training | Desirable |
| * GDPR Training | Desirable |
| * First Aid | Desirable |
| * Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and GDPR. | Essential |
| * Use Microsoft Office Software | Essential |
| * Use financial computer databases effectively and independently | Essential |
| * Familiarity with Pupil Data Software | Essential |
| * Prioritise their workload and complete all tasks required of them | Desirable |
|  |  |
| **Experience** |  |
| * Worked in an administration role | Essential |
| * Financial procedures in a school setting | Essential |
| * Worked as part of a team | Essential |
| * Handling confidential Information | Essential |
| * Handling complaints and concerns from parents and other key stakeholders | Desirable |
| * Working within a school environment | Desirable |
| * Handling contracts with suppliers | Desirable |
| * Use Excel effectively | Desirable |
| * Use calendar management systems | Desirable |
|  |  |
| **Interpersonal and Communication Skills** |  |
| * Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions | Essential |
| * Demonstrate and organised an effective approach to handling a demanding workload | Essential |
| * Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community | Desirable |
| * Excellent verbal and written communication skills | Essential |
|  |  |
| **Physical Skills** |  |
| * Excellent time management and organisation skills | Essential |
| * High expectations of self and professional standards | Essential |
| * The ability to work as both part of a team and independently | Essential |
| * The ability to maintain successful working relationships with colleagues | Essential |
| * High levels of drive, energy and integrity. | Essential |
|  |  |

**Section 3 – Working Conditions**

* Dedicated to promoting their professional development and achieving desired qualifications.
* Able to plan and take control of situations.
* Capable of handling a demanding workload and successfully prioritising work.
* A good team player with the ability to also work on their own initiative.

**Other Requirements of this post**

Enhanced DBS with Child List and Barred check