



JOB DESCRIPTION

School: Iqra VA Primary School

SECTION A:		Reporting to:
Job Title: Admin Assistant	Head Teacher/ Assistant Head Teacher/ Office Manager	
Grade: Scale 3-4	Term time plus 1 week	

SECTION B: Responsible for: None

SECTION C: PURPOSE OF POST

- To be responsible for organising and supervising efficient and effective school administrative and financial systems
- To work with other members of the administrative team organising and coordinating the effective day-to-day running of the school office.

SECTION D: Main duties and Responsibilities

The role of the Admin assistant:

- To cover for other team members as required
- To deal with enquiries from parents and other visitors where appropriate
- To assist the Office Manager (OM) & Admin Officer (AO) by undertaking general office duties as required to maintain the smooth and efficient running of the school administration
- To maintain the accounts associated with collection and payments as directed by the Office Manager(OM)

A. PUPIL

1. To update pupil data daily to ensure the database is robust.
2. To assist in the collection, preparation and visualization of data for senior colleagues and Governors.
3. To assist in the maintenance of accurate records on the following areas and provide management information for the Head Teacher as required e.g Specific data on absences, attendance & termly Census,
4. In conjunction with other staff, to deal with children, staff and visitors who require First Aid support and ensure all injuries/accidents/administration of medication are dealt with appropriately and details recorded.

5. To assist AO & OM with work associated with secondary transfer, and the maintenance of accurate records, e.g. transfer of pupil records, SIMs records.
6. The collection, processing and administration of all tasks relating to school meals including breakfast, lunch and after school meals.
7. Assisting parents with free school meal applications and checking eligibility via Local Authority.
8. To assist with the administrative work associated with School trips (e.g. producing class lists for teachers, booking transport, arranging travel first aid kits, phones, clipboards).
9. Maintain the Uniform log and send text messages to parents regarding incorrect uniforms.
10. Manage fruit distribution.
11. Manage ParentPay items eg Achievement awards, school trips.

B. ADMISSIONS

1. To assist with the administrative work associated with Nursery Reception and secondary transfer, and the maintenance of accurate records, e.g. transfer of pupil records, SIMs records
2. To assist with managing in-year applications/admission waiting lists
3. To Assist with schools admission process as required including starters and leavers

C. ATTENDANCE/ABSENCE

1. To assist AO & OM with data on absence and to send out attendance letters etc. weekly and as required.
2. To assist AO & OM with administrative work for school attendance panels and following up admin action on pupil absence.
3. To assist with liaising with the LA attendance officer EWO.
4. Notify parents by text or telephone of accidents/incidents
5. To assist with monitoring of punctuality & attendance, telephone, write and organise punctuality & attendance meetings with parents
6. Liaise with Office manager regarding process pupil's special leave requests ensuring all leave requests are passed to the correct person.

D. MEDICAL

1. In conjunction with other staff, to deal with children, staff and visitors who require First Aid support and ensure all injuries/accidents/administration of medication are dealt with appropriately and details recorded.
2. To assist AO & OM with various school nursing teams to organise programmes (eg heights and weights, vision screening, flu vaccinations) providing data from sims, and chasing consent forms
3. To assist AO & OM with keeping up to date Medical, Allergy, asthma lists and notice boards and replace and notify of expired items as necessary.

4. To assist the team to ensure accident forms are correctly completed, sent to parents/guardians and followed up appropriately where needed.

E. GENERAL ADMINISTRATION

1. Being the primary liaison point within the school for parents and pupils.
2. To assist with the organization of the reception of visitors and the handling of telephone enquiries, dealing with queries as far as possible and referring them to the Head teacher and other staff as necessary.
3. To undertake word processing and reprographics as required.
4. To cover the work of members of the admin team in times of peak workload or absence, e.g. supporting the AO & OM to meet deadlines e.g. Census & Year end accounts.
5. To carry out other duties as may be required to meet the needs of the service.

EQUAL OPPORTUNITIES

The Admin Assistant will be expected to implement the School's Equal Opportunity Policy fully and to work actively to overcome and to prevent discrimination on grounds of race, gender, disability or sexual orientation.

TRAINING

Training will be provided where necessary.

LINE MANAGEMENT

The Admin assistant works under the direction of the Head Teacher, or in her absence the Deputy Head Teacher. On a day to day basis, the Office Manager has overall management responsibility.

CONFIDENTIALITY

Staff are expected to keep confidential any information that might be available to them in respect of individual children, their families or members of staff at the school. All staff are expected to act in a way which does not undermine the reputation or work of the school.

SAFEGUARDING

Staff must have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

CONDUCT

Recognising that adults working in the school are role models, staff are expected to dress and conduct themselves in line with the School's Code of Conduct (available on request).

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ADMIN ASSISTANT - PERSON SPECIFICATION

Please try and match your skills and experience to these criteria when filling out your application form. The selection officer will refer to the Person Specification when they shortlist and interview candidates.

Criteria		Essential (E) Desirable (D)
Experience	<ul style="list-style-type: none"> ● Experience of clerical work within an office environment including filing systems ● Knowledge and experience of using Microsoft Office in the analysis and interpretation of data, including database, graphs and charts ● Experience of working on own initiative and in a team ● Experience of dealing with members of the public ● Experience of working with SIMS ICT software ● Experience of working in an office in a school environment 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualifications and training	<ul style="list-style-type: none"> ● Sound literacy and numeracy skills (A-C grade GCSE/equivalent in Maths and English) ● Degree qualification in any field 	<p>E</p> <p>E</p>
Knowledge and understanding	<ul style="list-style-type: none"> ● Understanding of the range of work undertaken in the school office ● Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people 	<p>E</p> <p>E</p>
Skills and abilities	<ul style="list-style-type: none"> ● Proven clerical skills including: ability to maintain appropriate records, ability to maintain filing systems, efficient answering of telephone and face to face enquires, photocopying, dealing with routine correspondence ● Keyboard and word-processing skills ● Ability to communicate both in writing and orally ● Ability to work to deadlines, prioritise, use own initiative and know when to deal with problems and when to seek advice ● Ability to be well organised and able to work under pressure ● Ability to relate to the office staff, support staff and teaching staff at the school and to work co-operatively with other people as part of a team ● Ability to respect and maintain confidentiality of information ● A commitment to equal opportunities for all ● An understanding of and commitment to following agreed health and safety procedures 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal qualities and attributes	<ul style="list-style-type: none"> ● Approachable, courteous and able to present a positive image of the school to callers / visitors ● Able to apply absolute discretion with respect for confidentiality at all times ● Take pride in creating a high standard of work ● Have a good sense of humour ● Committed to continuing professional self development ● Able to adapt to changing needs 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

