



Netley Campus

JOB DESCRIPTION

POSITION:	Admin Assistant
GRADE:	Scale 4
HOURS:	35 term time only (Working Hours TBC)
RESPONSIBLE TO:	Campus Business Manager

Purpose of the Post

To assist in the management of an effective and efficient administrative service and to be the first point of contact for all visitors and callers to the campus.

The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Head of School.

Main Responsibilities

1. To provide reception duties for the Campus by being a welcoming first point of contact for all visitors, responding to enquiries where possible or referring to the appropriate member of staff as required.
2. To assist with input of daily attendance and punctuality information into MIS.
3. To monitor access to the site, ensuring visitors sign in and out and are given badges as appropriate, in accordance with safeguarding procedures.
4. To ensure all visitors are aware of safeguarding procedures and security and safety issues, including evacuation procedures
5. To answer the telephone as required and deal with recorded messages. To ensure accurate, timely messages are forwarded to staff in writing (or email).
6. To assist in checking school emails, responding/forwarding as appropriate.
7. To receive, sort and distribute all post coming into the Campus
8. To be prime source of communication between the campus buildings delivering messages and escorting pupils/visitors.
9. To ensure the prompt delivery of messages to school staff and pupils.
10. To maintain a message book, school notice boards, foyer digital sign in screens, website calendar, electronic school calendar and organise appointments as necessary.
11. To ensure public areas present a professional working environment at all times.
12. Communicate to parents using our online messaging and email service



13. To maintain suitable stock levels (including first aid boxes) and assist in the purchase of school supplies. To raise orders, check deliveries against delivery notes, follow up discrepancies and ensure correct distribution.
14. To assist with processing of invoices.
15. To assist with maintaining SIMS Pay, including distribution of uniform, resetting passwords, monitoring school meal accounts.
16. To distribute the school newsletter electronically to parents/governors/staff and stakeholders

Welfare Duties

17. To administer first aid as required, following appropriate training.
18. To assist in the preparation and submission of accident reports.
19. To administer prescription medicines to children in accordance with school policy and guidelines.

Pupil Management

20. To assist in the provision of admission information to parents and carers.
21. To assist with inputting and extracting pupil data on the school's management information system as required.
22. To maintain After School Club registers. Communicating to parents regarding cancellations or changes to clubs.
23. Organising school photos and co-ordinating arrangements for payment.
24. Communicating with class teachers to ensure school pick-ups for appointments and end of school day. Contacting parents of children left at end of school day.
25. Communicate any updates from parents on allergies or medical notes to the Family Support Worker. Administer medication in accordance with parent's or carer's instructions.

Other Duties when required

26. To work as an integral part of the admin team, supporting and covering other members as required.
27. To provide cover as required at Robson House reception desk
28. To use information technology systems as required, to carry out the duties of the post in the most efficient and effective manner.
29. To assist in the planning and organisation of special events across the school, including open days, school community events and school performances.
30. To ensure that all duties are performed in accordance with Netley Primary School policies, the relevant H&S Guidance and LB Camden Financial Regulations.
31. To participate in meetings and briefings, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder
32. To provide support for meetings as required, including organising rooms, refreshments, agenda preparation etc. Meetings will include annual reviews, attendance meetings, inclusion team meetings and governors' committee.
33. To promote the safeguarding of children.
34. To undertake training and professional development as appropriate.



35. To undertake other duties appropriate to the post that may reasonably be required.

Personal Responsibilities

- 36. To monitor and manage personal workload and keep records in an agreed format under the direction of line manager.
- 37. To achieve agreed targets and personal appraisal targets as agreed by line manager.
- 38. To be professional in dress and manner at all times
- 39. To deal in all matters with confidentiality, tact and discretion when giving or receiving information.

Performance Standards

- 40. To ensure that the school customer care standards are met and adhered to.
- 41. To have a kind, nurturing manner and ensure communications are carried out respectfully and politely at all times.
- 42. At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Confidentiality

The nature of the job requires initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential. *(A confidentiality agreement will need to be signed by the postholder.)*



PERSON SPECIFICATION

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GRADE: Scale 4
HOURS: 35 term time (Working Hours TBC)
RESPONSIBLE TO: Campus Business Manager

Requirements

Education and Experience

- E.1. Proven receptionist/clerical/administrative experience
- E.2. Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
- E.3. To have a kind, nurturing manner and ensure communications are carried out respectfully and politely at all times.

Skills, knowledge and abilities

- E.4. Familiarity with school MIS Package
- E.5. Ability to work under pressure and meet tight deadlines
- E.6. Experience of using and developing manual and computerised filing systems.
- E.7. Ability to present information (data and text) in a variety of formats
- E.8. Experience of administration including dealing with correspondence and photocopying.
- E.9. The ability to work within set procedures and to maintain confidentiality.
- E.10. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- E.11. Good numerical skills to record routine statistical information.
- E.12. Ability to work effectively as part of a team.
- E.13. Flexibility to work a changing shift pattern on a rota basis according to the needs of the school.

Desirable Criteria

- D.1. Familiarity with SIMS