



## **Job Description - Admin Assistant**

**37 hours per week – Term Time plus 5 days**

### **General duties**

- Act as front of house and communicate with pupils, staff, parents and visitors appropriately.
- Ensure security protocols are communicated and understood by all visitors at the school.
- Ensure the office areas are tidy and welcoming.
- Assist with maintaining general order in the school, e.g. clearing lost property.

### **General administration**

- Provide general admin support to ensure the school delivers effective and efficient services.
- Provide admin support for extended services offered by the school.
- Assist with maintaining the school website.
- Assist with school lettings as directed, e.g. processing lettings forms.
- Ensure school files are kept up-to-date, e.g. medical information is checked and updated
- Complete any photocopying, as required.
- Assist in managing the school's calendar.
- Assist with the organisation of school trips.
- Assist with the organisation of after school clubs.
- Maintain an up-to-date and accurate inventory of stock, and place orders when required.
- Assist in the collection and recording of various data on the schools MIS system, e.g. attendance and absence data.
- Accurately update the MIS system to reflect starters and leavers
- Analyse and evaluate data and produce reports as required.
- Provide accurate minutes of staff meetings and distribute these as necessary, where required.
- Schedule appointments and meetings for staff members.
- Process and distribute incoming post and manage outgoing post.
- Ensure the confidentiality of information is maintained.
- Carry out other general admin duties as required, e.g. sending out letters.
- Assist with pupil welfare, including administering First Aid/Medication when required.





### **Finance**

- Maintain a system for collecting, recording and providing invoices and receipts.
- Reconcile orders against school deliveries
- Ensure invoices are captured on the finance system in a timely and accurate manner
- Reconcile the BACs run against the invoices on the system to ensure suppliers are paid within their payment terms.
- Review parent pay to ensure payments are made on time and reconciled against applicable payments

### **Communication**

- Answer and direct all incoming phone calls.
- Monitor the office email and handle queries.
- Act as a first point of contact for parents, e.g. when reporting absences or making complaints.
- Follow the school's absence management procedures and report any concerns to the Office Manager.
- Contact parents when appropriate, e.g. when their child needs to be collected due to illness.
- Be aware of the school's calendar of events so queries from parents and other members of the community can be answered.
- Maintain confidentiality when communicating with parents and visitors to the school.
- Ensure good lines of communication between the office and the rest of the school.

### **Additional duties**

- Understand and follow all relevant school policies.
- Attend and participate in training and development courses as required.
- Be a role model for the standards of behaviour expected of pupils.
- Undertake reasonable additional duties as requested by the Office Manager and Headteacher



**PERSON SPECIFICATION – ADMIN ASSISTANT**

<b>ESSENTIAL</b>			<b>DESIRABLE</b>	
	<b>Attribute</b>	<b>Identified</b>	<b>Attribute</b>	<b>Identified</b>
<b>Qualifications and Education</b>	GCSE English and Mathematics Grade A* - C or equivalent.	AF,C	NVQ level 2 in administration, Business or equivalent.	AF,C
<b>Experience and Knowledge</b>	<p>Experience of establishing and maintaining a range of management information systems, including complex data bases and spreadsheets</p> <p>Experience of face to face and telephone reception duties.</p> <p>Knowledge and understanding of confidentiality</p>	AF, I, R	<p>Knowledge and/or experience of First Aid and the Administration of Medicine</p> <p>Experience of School Management Information Systems</p> <p>Experience of paying invoices</p> <p>Knowledge and understanding of Data Protection and GDPI</p>	AF, I, R
<b>Skills</b>	<p>Ability to relate well to children.</p> <p>Ability to be able to present information in a logical and systematic manner</p> <p>Ability to work successfully as part of a team</p> <p>Ability to communicate both orally and in writing to a wide range of audiences</p> <p>Ability to maintain accurate records</p> <p>IT literate, being capable and confident using a variety of electronic systems, ie Word/Excel</p>	AF/I/R	Ability to relate well to families and third parties	AF/I/R
<b>Personal Attributes</b>	<p>Participate in development and training and opportunities</p> <p>Ability to abide by school policies and procedures</p>	AF, I, R		

ESSENTIAL			DESIRABLE	
	Attribute	Identified	Attribute	Identified
<b>Special Requirements</b>	<p>Motivated to work with children</p> <p>Ability to perform and maintain relationships and personal boundaries with children</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p>	AF, I, R		