

Job Description



Post Title:	Administration Assistant (Primary)	Post No:	
Department:	Education	Grade:	BEXLEY05
Responsible to:	Head Teacher		
Responsible for:	No Supervisory responsibility		
Functional links with:	Parents, Staff, Pupils, Local Authority, Diocese, Suppliers and Contractors.		
<p>Main purpose of the job:</p> <ul style="list-style-type: none"> ▪ Undertake administrative, financial and organisational processes within the school. ▪ To support the efficient operation of the school 			
<p>Major Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Manage and update computer systems/databases as required, ensuring that all data entry/calculations are accurate and recorded appropriately. 2. Record, monitor and report orders and payments and respond to related parental queries (e.g. dinners, uniform and clubs) 3. Administer purchasing procedures (process invoices, deal with queries liaise with suppliers and contractors) in accordance with the school financial procedures 4. Confidently use Word, Excel, Outlook (or equivalent) and online payment and MIS systems 5. Maintain staff and pupil records including admissions, withdrawals, transfers, absence, health matters 6. Maintain stocks of stationery and office supplies and oversee stocktaking and process orders for new stock if required 7. Deal with correspondence, telephone calls, visitors and enquiries in a proactive, professional and welcoming manner. 8. Routine admin support e.g. photocopying, filing, emailing, document shredding 9. Assist School Leaders in preparation of written documents to parents, governors and agencies, distribute as appropriate via paper copy or email 10. Any other administrative duties as directed by the line manager (commensurate with the grade for the post) 11. Participate in training opportunities and professional development as required 			

Job Activities:

- Office admin expertise necessary to use Word, Excel and Outlook and MIS and payment systems.
- Effective liaison skills to deal with suppliers and support agencies.
- Interpersonal skills to respond and manage queries and deal with issues.
- Literacy and numeracy to maintain records, produce reports etc.
- Any other duties/requirements as requested by the Head teacher.

Signed by:	Post holder:	Date:
	Line Manager:	Date:
	Job Assessor: <i>(if required)</i>	Date:

Person Specification	Essential	Desirable
Qualifications		
Good standard of Literacy and Numeracy	x	
Experience		
Experience and confidence in using ICT to support the role	x	
Experience of finance and data management systems		x
Knowledge & Skills		
A practical understanding of office admin duties and procedures	x	
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Excellent organisational skills – ability to organise and meet deadlines	x	
Personal Attributes		
Commitment to high quality service delivery	x	
Pro-active approach to team work	x	
Good understanding of confidentiality and safeguarding procedures	x	
Ability to listen to people and understand their needs	x	
Proactive approach to work being responsive, empathetic and supportive	x	
Flexible to enable a responsive service	x	
Hard working, proactive and professional	x	
Ability to be able to multi-task work with energy, enthusiasm and positivity	x	