

SUPPORT STAFF**JOB DESCRIPTION****Admin Assistant****INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To compile and maintain pupil records, administer school dinner and pupil attendance and punctuality programmes, and provide other clerical and administrative support to the school.

KEY TASKS & RESPONSIBILITIES**1. Reception**

- a) Provide back-up as first point of contact for visitors and carry out security and safeguarding procedures, ensuring that all visitors sign in and out and are issued with ID badges.
- b) Notify appropriate member(s) of staff of the arrival of visitors. Ensure that visitors do not enter the main school building without an escort, unless this has been authorised by the person they are visiting.
- c) Provide back-up to colleagues in the school office to act as the central information and communication point with regard to queries and requests for information from parents and other individuals/ organisations.
- d) Control pupils' signing in and out during school hours
- e) Take delivery of items if required. Notify the addressee arrange removal. Arrange for return of items as requested
- f) Make, receive and redirect telephone calls, including voicemail, text and email communications. Take messages and ensure that these are passed on as quickly as possible.

2. General Administration

- a) Co-ordinate administration of trips and visits, school clubs and other activities. Receive, check and record monies in relation to school trips and miscellaneous income in accordance with the schools' procedures. Book transport as required.
- b) Despatch information to parents/ carers in accordance with agreed deadlines including:
 - Information regarding trips/ visits/ school events
 - Other items as requested by the Headteacher or other members of the Teaching staff.
- c) Operate the school's administrative arrangements and procedures with regard to one-to-one tutoring, after school clubs and other activities.

- d) Maintain staff attendance records
- e) Assist with year-end archiving.

3. Health, Safety and Wellbeing

- a) Complete accident and communicable diseases reports and submit them to the Senior Administrative Officer/ Headteacher for checking and signature before submitting to the relevant authorities;

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff/ pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Senior Administration Officer or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> NVQ or equivalent in a relevant subject 	<ul style="list-style-type: none">
Literacy and Numeracy	<ul style="list-style-type: none"> Secondary education up to GCSE level or equivalent Demonstrable expertise in a range of relevant office procedures Ability to set out letters / documents and to use grammar correctly Able to carry out reasonably complex calculations accurately High level computer literacy Able to main routine records e.g. school meals, sale of tickets, supplies. 	<ul style="list-style-type: none"> Knowledge of computer systems relevant to the school
Organisational		<ul style="list-style-type: none"> Knowledge of basic health & safety responsibilities and safeguarding procedures Knowledge of school administrative procedures e.g. ordering / incoming and outgoing post
Equipment/ Materials	<ul style="list-style-type: none"> High level, accurate keyboard skills Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers 	
Research	<ul style="list-style-type: none"> Able to use the internet effectively for routine research 	<ul style="list-style-type: none"> Broad understanding of government initiatives and their impact on the school
Problem Solving	<ul style="list-style-type: none"> Ability to check stock deliveries accurately Identify variations from accepted patterns or missing documentation or other unusual aspects and investigate or refer upwards 	
Planning	<ul style="list-style-type: none"> Organised and methodical approach to finance related school activities e.g. transition and sports days, trips, awards evenings Ability to prioritise own workload and that of junior staff colleagues 	

Interpersonal and Communication	<ul style="list-style-type: none"> • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Ability to remain calm under pressure • Patience and tolerance when dealing with parents/ pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolute confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within general guidelines and procedures • Able and wiling to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards 	