



Admin Assistant Job Description

Grade: JG4

Responsible To: Head of School/Bursar

Main Purpose of the Role

Working within the general direction of the Head of School and Bursar, undertake a specific range of clerical and admin duties, which support the management of the school in an effective and positive manner.

To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school, working within agreed policies and procedures.

To follow the Staff Code of Conduct which entails meeting the Performance Management targets and the standards of the school dress code.

To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including the Safeguarding Policy, Keeping Children Safe in Education: Information for all school and college staff (from Working Together document) and the Guidance for Safer Working Practice for Adults who work with Children and Young People.

Qualifications and Experience

- GCSE's in maths and English.
- NVQ in administration or 2 years' experience in administration
- Good typing skills
- Good interpersonal skills

Contacts

- Staff and pupils within the school, including voluntary helpers
- Parents and pupils
- Other public agencies and private contractors providing services and support to the school

Key Duties and Responsibilities

Support for the Bursar, Head of School, Governors and School Management Team:

General administration duties

- Undertake routine office duties, such as filing, shredding and post distribution and dispatch, as determined by Head of School.
- Undertake typing, word processing, spreadsheet work and other ICT data input, maintenance, and retrieval as determined by the Head of School.
- To ensure payment system balances are regularly checked and reminders sent for monies outstanding as needed, including for those parents who pay by childcare vouchers.

- Support the Breakfast and After School Club Playleaders with wraparound care tasks including shopping, monitoring of pupil uptake, marketing and updating of the handbook/terms and conditions as needed.
- To ensure stock levels are monitored and maintained for all supplies and consumables completing order forms for additional stationery, cleaning supplies and other consumables, as needed, ready to pass to the Bursar for ordering.

Develop and maintain professional working relationships with other staff

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner. Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively and other 'clients' of the services provided by the school.
- Participate in staff meetings and contribute to the development of policies and procedures related to the administrative responsibilities of the school.

Contribute to the Management of the security and well-being of the school

- Contribute to the development and maintenance of school policies and practices, which ensure that the school has a safe and welcoming environment.

Review and Develop own professional practice

- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own professional development.

Support for Pupils, Parents and other 'clients':

Contribute to pupil's welfare

- To ensure that pupil attendance is recorded in ScholarPack and monitor daily attendance, informing the Head of School of any unexplained absences and following up on unexplained absences.
- To administer prescribed medication for pupils as required.
- To support with the end of year prize giving and leavers ceremonies producing certificates and awards etc.
- To complete an annual data collection exercise to ensure that the contact information held on ScholarPack for parents/carers and other priority contacts is up-to-date and accurate.
- Organise, timetable medical clinics and other school visits, and notify pupil's parents/carers as necessary.
- Monitor and maintain stock levels in all the schools first aid kits (and defibrillator) held across the school.

Liase effectively with parents

- In agreement with the Head of School, communicate with parents and other designated carers on matters related to the care and education of their children. Promote partnership working between home and school and always ensure that enquiries from parents/carers are dealt with in a positive way, referring matters to other members of staff where appropriate.
- To support the school admissions process i.e. new cohorts, in-year transfers and leavers. Ensuring parents/carers complete all the necessary paperwork, are added to the schools online communication channels as needed and pupils and their data are included in the school management information system.
- In conjunction with the admissions process collate and maintain a list of photo permissions for all pupils ensuring the staff have access to this at all times.
- Set-up on the booking system, promote and monitor uptake of termly clubs ensuring these are communicated to parents/carers in a timely manner.

- Coordinate the schools Modeshift Stars and Walk to School awards ensuring compliance with the award to ensure it can be sustained.
- Ensure stocks are kept maintained and any repair work is requested, as needed, for the schools photocopiers.
- Coordinate the booking of supply staff to cover absence and training and ensure cover is available as needed.

Manage the schools online and social media communication channels

- To produce a monthly school newsletter in conjunction with the Head of School and Bursar in support of the whole school community.
- Keep up-to-date the school prospectus, staff handbook, reception welcome pack and any other school documentation.
- To ensure the content on the school website is regularly reviewed and updated in accordance with national guidelines and important and upcoming dates are added, as well as letters/newsletters as needed.
- To add regular and engaging content to the school social media platforms i.e. Facebook to ensure the school maintains a social media presence as an ongoing marketing task.
- To undertake routine and end of year maintenance tasks to the schools online platforms i.e. management information systems, payment processing systems, communication systems and dinner ordering systems.
- To add payment items and clubs to the school payment processing system as needed and ensuring these are communicated efficiently and effectively.
- Create email accounts and domain passwords for new pupils and staff, as well as close these down once staff and pupils leave.
- Maintain the schools InVentry and Paxton Net2 systems adding and removing staff and pupils, as required, to ensure a thorough log is kept of all person on site and with site access.

Support for external contacts/organisations and visitors to the school

Reception Duties

- Act as receptionist for visitors to the school, providing information or referring enquiries to other members of staff, as appropriate, and receive deliveries. Ensure that all visitors to the school are received in a positive manner, and are provided with the necessary information or referred to appropriate alternate source for help or advice.
- Receive incoming telephone calls and emails to the school, responding to enquiries and emails, taking messages or redirecting callers, within own discretion and monitoring absence messages.

Record visitors to the School

- Maintain the appointment diary for visitors to the school and ensure that a comprehensive record is maintained of everyone entering and leaving the premises. Issue visitor security identifications and check ID and DBS documentation, as directed by the Head of School.

Health and Safety

- Be conversant with agreed procedures and be prepared to assume a role in a critical incident.
- Be conversant with agreed procedures and routines for the recording of accidents to pupils, staff and visitors.
- H&S risks are reported to the Head of School i.e. situations which potentially pose a danger to any pupil or member of staff in the school.
- In consultation with School caretaker and the Head of School monitor the progress to completion of minor repairs and maintenance work, including compliance through to completion.
- During fire, evacuations take emergency grab bag registers and evacuate through the closest (usually main) door and check all staff are evacuated.

Confidentiality

- Ensure all information is treated confidentially and have absolute discretion at all times.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope’s central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 C’s:

1. Our schools are **Child-centric** (focusing on the whole child)
2. **Creative** and innovative
3. **Community** focused
4. **Collaborative** but distinctive
5. We have a **Culture** of high expectations and excellence, striving for and sharing best practice.

Please Note: This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

Job Description Acknowledgement

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature: Date:

Signed (& Initialed) on behalf of school: Date:

Please issue school stamp below if applicable.