

COPPICE ACADEMY



Post:	Administration Assistant
Contract:	Permanent
Salary:	Band C Actual salary £12,877 - £14,249 based on a full time salary of £24,702 - £27,334
Hours of work:	Part-time, 22.5 hours per week, 39 weeks per year
Working pattern:	Monday and Tuesday 8.30am – 12.45pm Wednesday and Friday 8.30am – 4.00pm (to include a 30-minute unpaid lunch break)
Line Manager:	Office Manager

Under the general direction of the Associate Headteacher, Trust Business Manager and Office Manager the post-holder has the following main duties and responsibilities. This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post. It is a description of the role and nature of the job.

JOB PURPOSE

To provide a secretarial and general administrative service to the school in order that it is highly effective in supporting the requirements of leaders and staff.

Key responsibilities will include:

Secretarial/Administrative

- Ensure the provision of the reception service to all enquirers, in person and on the telephone.
- Monitor security at vehicle gates.
- Resolving problems as they arise.
- Demonstrate initiative in improving the quality of service provided by support staff within the school ensuring deadlines and high standards of work are achieved.
- Provide a secretarial service to the Associate Headteacher, Senior Leadership, Governing Body and all school staff as required.
- Deal with confidential enquiries/correspondence and school administration matters on behalf of the Associate Headteacher, including attending meetings within the school and education service as required.
- Maintaining and updating computer records for a variety of school functions including pupil database and attendance records.
- Liaison with external agencies.
- Complete all necessary reports and administration required from the LA.
- Provide an efficient communication system with parents including school comms, texting service, email system to parents, weekly newsletters and all other forms of communication.
- Ensure the maintenance of administrative/financial records support for the business function of the school.

- Support the development of ParentPay and on-going maintenance of the system.
- Ensure the provision of the administrative support to the school meal service.
- Responsibility for ordering and maintenance of a wide range of supplies and stocks. Contact and liaise with suppliers and providers.
- General administrative duties including processing of letters, booking meeting rooms, filing, distributing post and taking minutes of meetings.
- To continue to develop your own skills by attending training courses as deemed necessary. Arrange staff CPD when requested.
- Arrange school visits as instructed.
- Liaise with parents, pupils and outside agencies.
- To be able to organise and prioritise own workload ensuring that all deadlines are met.
- To follow the instructions of the Office Manager and be able to work under own initiative.
- It is expected that you will provide administrative/financial and supervisory support that is commensurate to the role being undertaken.

HR Administration Duties

- Provide assistance as directed on recruitment and HR matters, i.e issuing application forms, arranging interviews, dealing with references.
- Support with the induction of new staff, updating school systems with their details, issuing security fobs and arranging for staff ID badges to be produced.

Financial

- Support to the Business Manager with the provision of management information when required for the Governing Body, Headteacher, Local Authority, Education Service and other agencies where appropriate.
- Use of ParentPay for collection of monies for school meals, and other payment items as necessary.
- Undertake other financial tasks as instructed by the Business Manager.

General

- Provide support for any administration linked to Parent workshops, Parents' Evenings, Intake meetings. Set up and administration of the School Cloud Parent Evening system across whole school.
- Assist Office Manager in updating SIMS and Census preparation and completion.
- Liaise with the Admissions department and Headteacher to ensure all pupils applying for a place at school are dealt with appropriately.
- Liaise with Secondary and Independent schools where appropriate to ensure the smooth transition of Coppice leavers.
- Provide support and oversee communication links to the PSA.
- Manage and update SIMS and use to obtain pupil details.
- Support SMT with all assessment procedures and data submission as required.
- To be familiar with the Admissions application process and liaise with prospective parents, organising and meeting parents for school viewings.
- To support the wellbeing and pastoral welfare of all children particularly for those arriving late, who are taken ill during the day and also for children who are late being collected.

- Liaise with the school nursing team to arrange appointments when required and be up to date and aware of pupil medical needs/ medication in school.
- Monitor attendance and process Leave of Absence requests, keeping a record for Educational Welfare purposes.
- Arrange swimming lessons as directed, including transport requirements.
- Arrange transport for other school events as required.
- To manage the weekly diary and calendar and book appointments as required.
- Co – ordinate the school photographer and all matters linked to this.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Safeguarding.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Approved by: M Green	Revision Date 11/04/2024
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