

Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Administration Assistant	Post No	
School	Forest Oak		
Salary Band/Range	Band C		
Responsible to	Administration Manager		
DBS Check	Enhanced		
Special Conditions	Term Time Only (39 weeks)		

1. Job Purpose

To provide a confidential administrative service within the Administrative Team of the school, ensuring an efficient and effective service.

2. Key Responsibilities

2.1 Main Duties

- Ensure the provision of the reception service to all enquirers, in person and on the telephone.
- To provide positive first point of contact.
- Resolving problems as they arise.
- Maintaining and updating computer records for a variety of school functions including SIMS and Single Central Record.
- Maintain registers and attendance records, monitor absences, raise any concerns and liaise regularly with Attendance Manager.
- Administration of school meal registers, including Free School Meals, and providing school meal numbers daily to the kitchen.
- Liaison with external agencies.
- Ensure the maintenance of administrative/financial records support for the business function of the school.
- Use of ParentPay and on-going maintenance of the system.
- Use of Oracle to enter Leave of Absences.
- To maintain and order classroom and office stationery.
- To place on-line weekly supermarket order.

	<ul style="list-style-type: none"> • General administrative duties including processing of letters, booking meeting rooms, filing and distributing post. • To continue to develop your own skills by attending training courses as deemed necessary. • 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 Administration Manager and be able to work under own initiative. • To deal with problems or situations within the normal expectation of the role within the school, but would not be required to deal with unexpected problems or situations independently. There is access to the Administrative Manager, Principal or Senior Leadership Team. • The post involves some contact with other people who through their circumstances or behaviour may place minimum emotional demands on the post-holder. • It is expected that you will provide administrative and supervisory support that is commensurate to the role being undertaken. <p>This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post This job is subject to change as the role develops.</p>
2.2	People
	<p>Create a team culture within the administration team, liaising with the Administration Manager and other team members on a regular basis.</p> <p>Create a positive first point of contact for visitors.</p>
2.3	Safeguarding
	<p>School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.</p>
2.4	Financial
	<p>Liaise with the Administration Manager with regard to policies and financial practices in targeted areas of responsibility.</p> <p>To comply with the Local Authorities Scheme for the Financing of Schools.</p> <p>To comply with the recommendations made by Audit.</p>
2.5	Buildings & Equipment
2.6	Health & Safety
	<p>The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.</p>
2.7	Policies & Procedures
	<p>The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p>
3.	Other Conditions

3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school, therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.6	Core Qualities & Leadership Framework
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	D Luck
Date:	19 th November 2022

Person Specification



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Responsible to:	Administration Manager		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	GCSE – Grade C or above - Maths & English or equivalent.	ICT Certificates Relevant Business/ Administration qualifications	Application Form and certificates

Skills & Abilities	Ability to communicate clearly and confidently with people at all levels	People management skills	Application Form and certificates
	Able to work with minimum supervision, using own initiative		Interview
	Ability to conduct arithmetic calculations		Interview
	Ability to record written and numerical information accurately and reliably		Interview
	Ability to work under pressure and prioritise workloads		Interview
	Ability to use Microsoft Office programmes including Word, Excel, Publisher and Outlook.		Interview
	Ability to read and understand comprehensive documents and to relay this information correctly		
	Ability to be organised		
	Excellent telephone skills		

Experience & Knowledge	An awareness of equal opportunities issues	<ul style="list-style-type: none"> • Understanding of Local Government/ Schools • Experience of reading and understanding Government Legislation 	Application & Interview
	Experience of working in a customer focused office environment		
	Experience of paying particular attention to detail		
	An awareness of pupils with SEND and the needs of family members for support		

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application form and Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Service Delivery: understands customer needs and responds appropriately. Understanding of needs of SEND families.		

Other Requirements	<ul style="list-style-type: none"> • Tactful and courteous • Open, willing and flexible manner • Customer focused attitude 		Application form and interview
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Date	19 th November 2024