

**Administration Assistant - Job Description**  
**35 hours per week, 42 weeks per year APT&C Scale: 4 Point 7 – 10**  
**£27,855.00 to £29,139.00**  
**Actual £26,143.00 to £27,349.00**

## **MAIN PURPOSE OF THE POST**

The post holder will be responsible to the Executive Headteacher, Head of School and/or Partnership School Business Manager for the provision of administration and financial support to the school. The post holder will also have responsibility for the maintenance and monitoring of accurate records and the reception of visitors to the school.

1. Act as a first point of contact with the School for parents and others.
2. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.
3. Support the school with day to day administration.
4. Maintain confidentiality at all times.

## **General Administration**

1. Undertake general secretarial/receptionist duties – acting as first point of contact with the School, responding to enquiries and passing appropriate messages/information to staff.
2. Receive all parents, visitors and deliveries, inform appropriate staff and ensure visitors sign into the School and are given security badges.
3. To operate the switchboard, deal with routine enquiries, take messages, ensure messages are promptly referred to appropriate staff and that the school message book is maintained and dealt with appropriately.
4. Support the administration of departments and the Senior Leadership Team with good, general word-processing skills.
5. Support the management with formal and informal communications in the School.
6. Aid in opening and distribution of incoming mail and despatch outgoing communications.
7. Assist in the general maintenance of records and data.
8. Liaise with the Executive Headteacher and Head of School, to ensure all school documentation for public distribution is prepared to set deadlines.
9. Assist in the general maintenance of records and data.
10. Maintain computer-based pupil records.
11. Assisting with setting up all new pupils' files including checking new starter forms and ensuring details are reflective on SIMs system.
12. Maintaining data collection sheets procedures and keeping manual pupil contact details up to date.
13. To provide general office skills including filing, photocopying, binding, scanning including receiving, sorting and distributing the post and passing on messages accurately as required.
14. Maintain computerised and manual filing systems.
15. Prepare all leavers files for distribution.

16. Maintaining pupil files electronically and manually.
17. Prepare external mail; record and distribute.
18. Assist with recording late arrival and reasons using the inventory system.
19. Assist with recording of all medical appointments/letters and telephone conversations are recorded and monitored on the SIMs Attendance.
20. Prepare school reports for distribution.
21. Co-ordinate with the school photographer for pupils, staff and completion of the staff board.

### **Finance Resources Administration**

1. Monitor and keep accurate records of the monies held within Dinner money.
2. Collect pupil payments for dinner money, issuing receipts and keeping an accurate record of all the money paid in.
3. Provide the Finance Officer with monthly banking reconciliation reports and agree income collected.
4. Monitoring arrears of dinner money and sending out reminders. Chasing bad debtors following the dinner money arrears policy and ensuring do not exceed the cost of weekly meals per pupil. Referring cases to the Finance Officer and/or Head of School for further action where required.
5. Collection, checking cash within the school for school journey, after school clubs and school trips.
6. Overseeing of school journey applications and grants with parents and LA.
7. Maintaining records for FSM & UFSM. Maintaining SIMs records.
8. Recording pupil premium pupils on the SIMs system ensuring the indicator reflects the LA information.
9. Organise the winter grant funding with the LA. Ensuring families have access to funding stream.
10. Prepare orders for stationery requirements, obtaining delivery notes and monitoring stock requirements.
11. Maintain the cool milk administration for Early Years.
12. Co-ordinator for Fruit Scheme administration for KS1 pupils.
13. Monitor and keep accurate records of the monies related to school activities. Provide the SBM with banking reports.
14. Monitoring arrears of after school clubs, school journey and educational visits and sending out reminders. Chasing bad debtors following the financial policies. Referring cases to the and/or Head teacher for further action where required.
15. To be accountable for cash in the school ensuring that the day to day financial procedures for security, distribution, collection and banking are maintained safely and efficiently.
16. Apply for school journey grants ensuring parents are supported and in receipt of financial support.

### **Health and Safety Administration**

1. Designated First Aider overseeing pupils medication i.e. Epi pens, asthma pumps.
2. Attending to minor accidents at school, and reporting the facts in an accident book; to report more serious accidents to the appropriate staff member e.g.

Headteacher and to supervise unwell children as required and to escort a child home or to hospital if necessary.

3. To keep the medical handbook up to date with detailed care plans of medical conditions for the staffroom, classroom and pupil registers.
4. Co-ordinate with the nursing team visits for weight, height and vaccines e.g. nasal flu.
5. Fire marshal for lower level of the school building. Reporting any incidents to the Premises Manager.
6. Keeping and updating the school risk assessments for school trips including lunches and medication met the pupils needs.
7. To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and removing any hazards or reporting hazards that cannot be dealt with to the appropriate member of staff.
8. Comply with all school and local authority policies and procedures relating to safeguarding and child protection, security, maintain confidentiality, observe data protection, and associated guidelines reporting all concerns to the appropriate senior leader.
9. To have due regard to the provisions of the Health and Safety at Work Legislation in discharging the duties of the post.
10. To carry out the duties and responsibilities of the post in compliance with the council and the school's Equal Opportunities Policy.
11. Undertaking any other duties of a similar level of responsibility as required by the Head of School and/or Executive Headteacher.

Please note:

Hours worked 8 – 4.00 ½ hour lunch break.

Additional hours covered by 42 weeks per year contract.

## Person Specification: Administration Assistant

	Essential	Desirable
<b>Education, Qualifications and Experience</b>		
Able to demonstrate good Maths and English skills minimum GCSE A* to C.	✓	
Other vocational qualifications A levels, equivalent or above.		✓
A commitment to continued professional development.	✓	
Experience of working in school administration.		✓
<b>Knowledge, Skills and Experience – Management</b>		
Able to deliver services and systems applicable for effective school management.	✓	
An awareness of legislation impacting on the school (e.g. Safeguarding, Health and Safety, Equal Opportunities, Data Protection) and the ability to identify issues that may arise		✓
Experience of managing change projects.		✓
Able to effectively use a range of ICT packages including Microsoft Word and Excel.	✓	
Experience of using SIMS (for pupil and staff administration) FSM, Parentmail, SIMs pay, InVentry.		✓
<b>Knowledge, Skills and Experience – Finance</b>		
Ability to comply with financial regulations and keep abreast of legislation.	✓	
Experience of procurement and financial processes.		✓
The ability to work to tight deadlines.	✓	
Highly numerate and accurate.	✓	
Knowledge of Financial Standards in schools.		✓
Experience of Sims FMS.		✓
<b>Personal Qualities</b>		
High level of personal integrity.	✓	
A strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working.	✓	
Strategic and creative thinker with an ability to analyse problems and implement solutions.	✓	
Excellent interpersonal and communication skills; able to communicate effectively at all levels both verbally and in writing.	✓	
Ability to promote positive relationships with the wider school community.	✓	
Good time management skills, well organised and able to prioritise, work under pressure and meet deadlines.	✓	
Able to handle emergency situations and make sound decisions, keeping calm under pressure.	✓	
Hardworking and Committed.	✓	
Open to feedback with a willingness to constructively challenge the work of self and others to continually improve own.	✓	
Emotional resilience and an ability to deal firmly but sensitively with difficult situations.	✓	

A high level of motivation, positivity with a willingness to be involved at all levels.	✓	
A good sense of humour and team spirit, a “can do” attitude and a willingness to “go the extra mile”.	✓	
Understanding, commitment and enthusiasm for education.		✓