



Oak Wood
Primary



Oak Wood
Secondary

OAK WOOD PRIMARY & SECONDARY SCHOOL

Job Description	
Post Title	Administration Assistant
Grade	Band E (points E 5-6)
Salary	£21,407 - £22,233
Hours	35 hours per week
Responsible to :	Office Manager
Responsible for:	N/A

Core Purpose:

To contribute to the smooth running of the school office, liaising with school management, staff members, pupils and parents as appropriate.

Providing office cover for either school as and when required.

Support the administration of annual reviews and transfer process.

Working under general instruction and guidance, handling a range of administrative processes and tasks that are covered by established procedures.

Produce documents from drafts and amend standard formats on a computer, including general correspondence to parents and collating pupil data and information. Operating Word processing packages, spreadsheets and databases as required. Prioritising own workload as appropriate.

Providing a range of administrative duties and support to the management team.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR FINANCE: The post has some direct responsibility for and is accountable for handling cash, processing cheques for school meals.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information

TYPICAL TASKS

Reception:

- Ensure reception area is welcoming and tidy.
- Receive visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes) and set up of refreshments for meetings as and when required.
- Show visitors around.
- Deal with telephone calls and other enquiries, provide general information, take messages.
- Be a first point of contact for parents/carers and referring them to other appropriate staff in school.
- Add visitors on to the inventory system

Office duties:

- Undertake routine clerical activities/duties, e.g. photocopying, filing, email, produce and distribute letters, assist with mail as required, including school email.
- Ensure supply of and maintain stationery and office supplies.
- Arrange meetings
- Take minutes of meetings including staff briefings
- Produce distribute documents and materials within the school.
- Prepare pupil induction packs for all new intake.
- Responsible for primary and secondary admin email and calendar
- Distribute paperwork via registers
- Support with parents evening including letters and appointments and, on the evening,
- Printing of dinner registers each week
- Input daily attendance for pupils and communicate with parents/carers liaising with the pastoral team and SLT.
- Monitor Dojo for parent/carer communication
- Complete pupil dinner registers and update on Sims. Liaise with the kitchens to inform pupil dinner numbers.
- Work with the office manager and school nurse to ensure all dietary needs and allergies are up to date
- Responsible for ordering uniforms for OWP and OWS pupils

Records

- Participate in annual pupil data collection process, including retrieval, input and chasing of non-return.
- Maintain pupil data, update, retrieve information and collate reports, including distributing updated pupil records to class/nurses.
- Administrate end of year reports process.
- Support the new academic year and manage CTF's – starters and leavers.
- Receiving/checking pupil milk and weekly/monthly returns
- Update pupil records from data collections sheets and distribute

Annual Reviews

To support both of the pupil data and annual review administrators with the administration of annual reviews e.g. distribute letters and other annual forms paperwork to associated parties.

Other

- Provide administrative support to Senior members of staff as and when required.
- Upload EHCP targets on Evidence for Learning
- Distribute/collect registers during fire drill.

Please note that this document provides a broad description of the types of duties/activities involved in this role. They are not intended to provide an exhaustive list of duties and the successful candidate will be expected to undertake other duties considered commensurate with the role.

Administration Officer Person Specification - (key requirements of the role)		
Category	Essential	Desirable
Experience	Previous experience of working in an administrative role in a School Office Environment	Experience of Annual review/Transfer process
	Experience of administrative tasks and duties	
	Experience of using SIMS and database software.	
Qualifications	Level 3 qualification or higher in a relevant discipline	
Knowledge, Skills and Abilities	Good literacy and numerical skill	
	Able to use all office equipment and has knowledge of administrative and word processing software packages.	
	Good organisation skills and the ability to prioritise workload	
	Ability to use initiative within recognised procedures	
Personal Qualities	Excellent Communication skills	
	Open to learning new skills and showing an empathetic approach towards our pupils as they progress on their learning journey	
	Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis	
	Ability to react well to change and respond to unexpected situations and recognise when issues need to be escalated	Awareness of Safeguarding
Other Factors	Eye for detail and accuracy	
	Team player	
	Motivated and enthusiastic approach to work	