

Job Description



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| Post Title | Administrative Assistant |
| Grade | Grade 3 |
| Location | Priory Primary School |
| Reporting to | Business Manager |

Purpose of Role

Under the instruction and guidance of the Business Manager, provide general admin/financial support in school.

Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2. Undertake reception duties, answering general telephone and face to face enquiries, and signing in and out of visitors, adhering to our school safeguarding procedures.
3. Assisting in the arrangements for school trips and events, and liaising with parents and staff to complete any relevant documentation.
4. Provide general administrative support e.g. photocopying, filing, responding to routine correspondence, booking meeting rooms for external visitors and staff, and producing minutes of meetings.
5. Assisting parents and pupils with the school's online payments system.
6. Checking the Hull City Council Portal for free school meals updates.
7. Assisting with hospitality responsibilities, such as preparing refreshments and resources for training and meetings.
8. Maintain computerised records including MIS data, providing reports to teaching and non-teaching staff as required.
9. Undertaking typing, IT based tasks, mail merge and updating pupil and staff records on various in house systems including Arbor.
10. Receiving and distributing uniform orders and assisting with lost property management.
11. Booking and monitoring statutory training and updating Training Log.
12. Undertake safeguarding training and any other training relevant to the post.
13. Awareness of confidentiality and the General Data Protection Regulations (GDPR)
14. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager and Headteacher.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

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| Responsibilities for Staff: | None |
| Responsibilities for Customers/Clients: | Safeguarding and promoting the welfare of children. Provide Administrative and curriculum support to all departments within school |

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| Responsibility for Budgets/Financial Resources: | None |
| Responsibility for Physical Resources: | None |

| | | E | D | How Identified |
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| Qualifications | Grade 4 or above (or equivalent) in English and Maths | ✓ | | AF, CQ |
| | NVQ Level 2 or equivalent in Business or Administration or willingness to work towards | ✓ | | |
| | NVQ Level 3 or equivalent in Business or Administration | | ✓ | |
| Relevant Experience | Experience of using Microsoft Office | ✓ | | AF, I |
| | Experience of using Google Workspace | | ✓ | |
| | Experience of working in a general administrative setting | ✓ | | |
| | Experience of working in a customer service/customer-facing role | | ✓ | |
| | Experience of minute taking and diary management | | ✓ | |
| | Knowledge of relevant policies, codes of practice and an awareness of relevant legislation | ✓ | | |
| | To be prepared to undertake relevant and statutory school training and a commitment to continued professional development | ✓ | | |
| Skills & Abilities | Motivation to work with children and young people | ✓ | | AF, I |
| | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓ | | |
| | Ability to work under pressure, independently and use own initiative | ✓ | | |
| | Awareness of the importance of confidentiality | ✓ | | |
| Knowledge | A knowledge and commitment to safeguarding and promoting the welfare of children and young people | ✓ | | AF, I |
| Interpersonal/ Communication Skills: Verbal Skills | Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people | ✓ | | AF, I |
| Written Skills | Excellent oral and written communication skills | ✓ | | AF, I |
| Disclosure & Barring Service | The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced | ✓ | | DBS |

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| | disclosure from the Disclosure & Barring Service and Children's Barred list check | | | |
| | This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record. | ✓ | | (after short listing) |