

## Job Description

# Administration Assistant

<b>Reporting to:</b>	Office Manager/Head Teacher
<b>Liaising with:</b>	Other members of the school community.
<b>Grade/Salary:</b>	Band 2 (SCP 3-5)

### Job purpose

To provide administrative support to the Senior Leadership team.

To provide general administrative support within the main office.

### Specific responsibilities

#### Senior Leadership administration support

- Collating pastoral and subject annual learning review statements for school reports.
- Collating confidential climate walk and QA documentation from subject/progress leaders.
- Collating, analysing, and producing excel documents relating to feedback for school events.
- To be responsible for the organisation, preparation and to assist at the schools Awards Evening. Producing PowerPoint presentations, liaising with the Senior Leadership team and Staff for nominations
- General clerical support including typing, reproduction, filing etc of report letters.
- Confidential typing/ confidential word processing support for members of SLT.
- Arrange diary/ diaries/ book and arrange meetings and refreshments.
- Prepare routine draft agendas.
- Prepare the school newsletter.

#### General administration and finance

- To lead on the school's cashless system including dealing with pupil and staff queries.
- Dealing directly with queries from parents/carers via email and telephone.



- Assist staff in preparing trip offers and producing final trip reports
- Coordinate in the preparation of payment runs, uploading information/invoices onto the STA Mat Finance Portal and producing reports for staff
- To be responsible for the preparation and organisation of the annual student vaccinations.
- Update the school's social media page, Twitter with news and events
- To assist with the school's main reception and student service reception, answering enquiries and taking messages from parents/carers, external organisations and the general public. Welcoming visitors to the school in a professional manner, and maintaining the visitor book. Checking Visitor ID's were necessary
- Administer the school's detention system on a daily basis, communicating sanctions with parents/carers via our school to home communication system
- Dealing with challenging callers and visitors to the school and the handling of external complaints.
- Signing for deliveries / collections.
- Liaison with parents / carers on behalf of teaching staff.
- Assisting with injured or unwell pupils. Contacting parents / carers and in some instances, Emergency Services.
- To perform any other task under the reasonable direction of the Headteacher which could include assisting in other areas of school administration.
- Perform any task or duty under the reasonable direction of the Headteacher

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*

#### Person specification

Requirements	Essential	Desirable	Demonstrated By
<b>1. Qualifications &amp; Training</b>	5 GCSEs at Grade C or above including English and Maths (or equivalent)  To be first aid trained or willing to undertake this training	Formal ICT Training	Interview/Application form

<b>2. Experience</b>	Experience of working in a busy admin/secretarial position	Experience of working in a school office	Application Form/Interview
<b>3. Skills</b>	ICT literate: Advanced level Word (including mail merge), Outlook, Powerpoint and Excel Highly organised, efficient and accurate Excellent communication skills	Internet Skills Database skills	Application Form /Task
<b>4. Knowledge</b>		Knowledge of school systems Knowledge and previous use of SIMS An understanding of finance processes and procedures.	Application form/Interview
<b>5. Management</b>	Able to manage own workload Ability to prioritise Able to plan ahead		Interview
<b>6. Aptitude and Personal qualities</b>	Excellent telephone manner Reliable Friendly and approachable Professional Manner Helpful Able to relate well to staff, students and visitors		Interview