



The Henry Box School

Founded 1660

Job title: Administration Assistant

Responsible to: Business Service Manager

Manages/Supervises: None

Location: The Henry Box School

Salary: Grade 5

Working Pattern: 30-37 hours
Term Time only

Disclosure level: Enhanced

Job Purpose: To work as part of the school administration team to deliver comprehensive high-level administration support across the school, with a key focus on admissions and arranging cover.

Main Responsibilities:

- To provide high quality administrative support across the school
- To work as part of the administration team
- To lead on our admissions process, liaising with school leaders, primary schools, the local authority and parents.
- To arrange cover for absent staff
- Record cover arrangements on the school's management information system
- To be first point of contact for staff absence
- To record staff absences in a timely and accurate manner on the school's electronic systems
- To arrange any room changes occurring from staff cover arrangements or student temporary incapacity.

Key Tasks

- To provide any general administrative support across the school including producing letters, booklets, sending and responding to emails
- To organise transition days

- To arrange appointments and booking systems for parents and visitors
- To cover reception when needed
- To administer First Aid

Additional Responsibilities:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the Business Manager
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and postholder.
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety Policy and relevant Health and Safety legislation.
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other duties or tasks as are required from time to time at the discretion of the Headteacher.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths & English (C or better, or equivalent)	<input checked="" type="checkbox"/>	
Excellent standard of literacy, spelling, grammar and numeracy	<input checked="" type="checkbox"/>	
Qualification or completed training course(s) in relevant ICT skills		<input checked="" type="checkbox"/>
First Aid qualification or willingness to gain such a qualification and undertake first aid responsibilities	<input checked="" type="checkbox"/>	
Experience		
Demonstrable experience of working in an office environment	<input checked="" type="checkbox"/>	
Experience of using Microsoft Office Suite	<input checked="" type="checkbox"/>	
Experience of using Email/Internet	<input checked="" type="checkbox"/>	
Experience of using Information Systems or databases	<input checked="" type="checkbox"/>	
Personal Skills		
Excellent and meticulous organisational skills	<input checked="" type="checkbox"/>	
Must be well presented and maintain a positive, professional attitude	<input checked="" type="checkbox"/>	
Must be trustworthy and able to demonstrate high levels of discretion and maintain confidentiality of information/data at all times	<input checked="" type="checkbox"/>	
Able to absorb and understand a wide range of information	<input checked="" type="checkbox"/>	
The ability to work under pressure and ensure that deadlines are met	<input checked="" type="checkbox"/>	
Ability to work as part of a team, understanding own and others roles & responsibilities	<input checked="" type="checkbox"/>	
Committed to professional development and training	<input checked="" type="checkbox"/>	
Administrative Skills		
Experience of using, maintaining and developing administrative systems	<input checked="" type="checkbox"/>	
Experience of maintaining accurate records and filing systems	<input checked="" type="checkbox"/>	
Attention to detail in communication, planning and undertaking activities	<input checked="" type="checkbox"/>	
Communication Skills		
Have excellent interpersonal skills and be able to communicate effectively whether verbally or in writing and in the manner appropriate to the individual situation	<input checked="" type="checkbox"/>	
Ability to develop good relations with school leaders, school staff, the wider school community and external stakeholders	<input checked="" type="checkbox"/>	
IT Skills		
Good understanding of word processing, including ability to produce letters, correspondence, reports and minutes	<input checked="" type="checkbox"/>	