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| Post Title: | **Admin Assistant** |
| Reporting to: | **Business Manager** |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Job Purpose | Under the direction/instruction of senior staff, to be part of a team providing telephony/clerical/administrative/receptionist support throughout the school. In achieving this, a flexible approach to all areas of work is required.  Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Every Child Matters agenda, Child Protection Policy and Social, Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required. |
| **Tasks** | |
| **Pupil Services Office**   * To ensure telephone calls are answered promptly and messages are transferred effectively. * To assist with Period 1 and 5 registrations and the relevant fire registers, in the absence of the Attendance Administrator. * To input codes received from First Day Contact and to retrieve and action messages from the pupil absence line, ensuring relevant reports are produced. * Provide general clerical/admin support eg, photocopying, filing, faxing and responding to routine correspondence. * To support the overall team with managing School Office emails, minibus bookings, school pupil photographs, pupils archives, * To ensure all monies loaned to pupils is collected effectively. * Provide general pupil administration in relation to uniform, money, bus fares and lockers * To assist in the organisation of lost property, ensuring termly disposals are carried out * Undertake reception duties, answering and assisting face to face enquiries, as required * To operate the visitor online system, ensuring visitors are signed in, are aware of Health & Safety regulations within school and that they are collected from reception by the relevant member of staff, in accordance with set procedures. * Assist with pupil first aid/welfare duties, liaising with parents/staff * Operate relevant equipment ICT packages and administer pupil data and changes, as requested within the team * Assist in sorting and distributing mail; internal and external, if needed. * To respond to Hospitality Requests from SLT and prepare refreshments, as per the school calendar * Undertake general office duties as requested. | |
| **Responsibilities** | |
| * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Attend and participate in regular meetings, both in school hours and at other times. * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * Undertake any other tasks required by the Headteacher as appropriate to this scale | |
| **Experience** | |
| * Experience in the operation of pupil information management systems and administrative systems | |
| **Qualifications/Training** | |
| * Excellent customer service * Good numeracy/literacy skills | |
| **Knowledge/Skills** | |
| * Effective use of ICT and other specialist equipment/resources * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation * Ability to relate well to children and adults – excellent interpersonal skills * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these * Ability to self-evaluate learning needs and actively seek learning opportunities | |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

**September 2022**