



Bearwood Primary School

Bearwood Road, Wokingham, RG41 5BB

Tel: 0118 978 4628

Admin Assistant Job Description and Person Specification

Job Details

Salary: Scale 3 (£24,790 pro-rata)

Reporting to: School Business Manager

Main Purpose

To assist the School Business Manager and to support the Headteacher and senior school staff in the running of the school.

The Administrative Assistant is responsible for supporting the administrative, attendance and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and Responsibilities

General administration

- Update manual and computerised record/Management information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers – Hard copy and electronic
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- To use relevant IT systems to undertake word processing, to create, interrogate and maintain databases and spreadsheets and complete other complex IT tasks
- Order, monitor and manage office stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary

- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for school events and trips. Monitor payments and enter trip details onto Evolve
- Provide confidential administration/secretarial support to Headteacher/SLT and act as an effective and efficient link between them and all callers
- To be responsible for organising and overseeing the extra-curricular clubs schedule, including liaising with instructors, completion of relevant admin, collection and recording of monies

Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary and referring matters which are not of a routine nature to the appropriate person
- Assist staff and pupils with the information and support they need

Attendance Administration

- Ensure daily attendance registers are accurate and complete
- Follow up on unexplained absences in line with school safeguarding procedures
- Escalate issues as appropriate, in line with school policy
- Oversee administration of absence procedures, e.g. letters home etc.
- Manage process of issuing penalty notices
- Maintain accurate records of communications with parents/carers and relevant interventions implemented
- Manage, analyse and evaluate attendance data/information and produce reports for Headteacher and SLT, identifying key statistics and patterns of concern
- Track attendance of vulnerable groups and share information with SLT
- Work with SLT to develop and revise attendance policy where required
- Implement Child Missing Education (CME) procedures where appropriate
- Co-ordinate and attend meetings with parents/carers to implement interventions and track progress
- Build positive relationships with parents/carers to encourage family involvement in their child's attendance
- Lead two weekly check-ins with parents/carers to review progress and the impact of support/interventions
- Prepare reports and analysis and meet with the Headteacher and EWO to discuss, manage and improve attendance at the school

School Meals

- Collate daily lunch lists identifying children with dietary needs
- Liaise with the school meals provider in regard to menus, both general and specialist, and general operations
- Monitor and maintain a record of children with free school meal entitlement
- Liaise with school milk provider to ensure milk is available to all children in receipt of free school meals

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing visitor lanyards and notifying them of safeguarding and health and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Escalate any safeguarding concerns following the correct safeguarding procedures

Medical

- To accept receipt of prescription medications for pupils ensuring that the relevant paperwork is completed by the parent/carer
- To ensure that the relevant teaching teams are informed of the details of prescription medications that must be administered to children in their class
- To monitor and maintain the school's medical and dietary needs lists, including keeping an accurate and up to date record of medications kept on site and their expiry dates
- To support the medical lead in the production and annual review of individual medical health care plans
- Liaise with parents/carers in maintain in date medications on site

Marketing and Social Media

- To be responsible for providing efficient marketing and publicity support to the School Business Manager to deliver the school's marketing strategy in promoting the school positively within the local community and beyond
- To update and help develop the school website to ensure it is constantly up to date, always relevant, regularly refreshed and encourages repeat traffic and promotes a positive image of the school
- To refresh and update a comprehensive range of marketing materials including the school prospectus
- Produce a weekly newsletter for parents/carers, liaising with staff for items for inclusion.
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- To work with the School Business Manager in coordinating a publicity strategy including positive press releases to ensure school events/initiatives and 'good news' is shared to our local community and the wider education audience to promote the school

- To help manage, develop and maintain an appropriate presence for the school on social media platforms (if/when established) including the school website app and any other social media outlets
- To ensure the school receives positive publicity in the press
- Take a proactive role in managing and promoting the school open events
- To review and develop template forms and presentations for use across the school ensuring consistency with the agreed house style and branding of the school

Admissions

- Liaise with WBC in regard to school admissions, being responsible for pupil intake, transfers and admissions administration
- Attend to Nursery admissions
- Co-ordinate pupil files and CTF records
- Liaise with teaching teams to ensure the provision of all relevant information and identify start dates etc.

Data and Data Protection

- Monitor and update pupil records using the school's electronic database
- Prepare and submit the termly census return
- Respond to requests for data from authorised external agencies/local authority
- Handle all data in line with GDPR and school's confidentiality undertaking and Data Protection policies

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) • GCSE A-C or 1-4 English and Maths (or equivalent) • NVQ level 3 or equivalent
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Experience of working in a front-line role • Working with children or young people • Working and collaborating within a team • Experience of working within a busy, diverse environment • Experience of using school management information systems (desirable)
Skills and knowledge	<ul style="list-style-type: none"> • Excellent communication skills - Ability to communicate clearly, both orally and in writing to a wide variety of audiences and stakeholders • Ability to respond quickly and effectively to issues that arise • Excellent organisational skills and ability to plan and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail and ability to provide reliable and accurate administrative and support services to the school • Tact, diplomacy and sensitivity • Strong knowledge of Microsoft Office and other IT packages • Ability to set up and effectively maintain/manage electronic/paper administration systems • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues and external agencies • Understanding of data protection and confidentiality • Understanding of safeguarding

Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Flexible approach to work• Displays a sense of responsibility and integrity• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively
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This job description may be amended at any time in consultation with the postholder.