



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Job Number:	PL005
Directorate:	Children and Young People
Service:	Catcott Primary School
Job Title:	Administrative Assistant
Reports To:	Office Manager / SLT

MAIN PURPOSE OF THE JOB:

To provide a professional and friendly welcome to visitors;

- administrative support to the Headteacher and contribute to the efficiency and smooth running of the school office.
- To ensure a warm and friendly welcome to visitors.
- The post holder should have a flexible approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.
- This role requires always maintaining confidentiality in all matters.

MAIN RESPONSIBILITIES AND DUTIES:

Duties and responsibilities will include, but are not limited to, the following, and may be altered at the request of the Headteacher.

Organisation

- Be a point of contact for parents, staff, visitors and external agencies.
- Welcome and direct visitors to the school and answer the telephone. Take messages (as required) and resolve queries.
- Aid with the smooth and effective running of the office
- Provide lunch cover for the office manager
- Assist with Parents evening organisation.
- Manage school photography requirements
- Arrange and manage school medical screening visits
- Ensure a professional and welcoming reception for all visitors and parents and all visitor checks are in place to monitor entry and exit from the school.
- Ensure the bus registers are up to date with absences and TLE bookings
- Check and update teachers for additional TLE bookings before the end of the school day.
- Ensure the school calendar is up to date
- Maintain and update lunch registers with Beech
- Undertake other tasks such as covering for other staff members as required

Administration

- Assist with Personnel files and ensure these are maintained and up to date.
- Assist with maintaining pupil records with regards to absences, leave forms and appointments.
- Carry out filing, printing and photocopying. Assist with maintenance of the photocopier to ensure it is ready for use at all times, resolving any issues as necessary.
- Maintain the school's email box in the absence of the office manager, ensuring emails are forwarded to the relevant staff member as necessary.
- Maintain and update the school's social media pages (Facebook, Instagram and Class Dojo).
- Complete weekly overview, half termly newsletter, daily letters as required and articles for publication.
- Manage the school's website in a timely manner, adhering to compliance as required.
- Open and distribute post accordingly

- Check and prepare reports for distribution
- Monitor and update policies
- Maintain and update Civica

Community

- Be a point of contact for the PTA
- Maintain open lines of communication within the community, including parish councils, for involvement in local activities.
- Ensure the external school noticeboard is updated regularly

Resource Management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes.
- Assist with procurement and securing sponsorship/ funding.
- Assist with marketing and promoting the school
- Ensure the office is kept tidy, always organised and in good order.

Security

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

Undertake a range of other administrative procedures and duties as required by the Headteacher.

Supporting Processes

Problem Solving and Creativity

- Working in a school environment means frequent interruptions and variation, particularly at break and lunch time.
- Ability to manage time effectively and deal with conflicting priorities.
- Ability to work flexibly and proactively, both independently and as part of a team.

Decision Making

- Works in close collaboration with the Office Manager and SLT.
- Prioritise workload based on importance and urgency.

Physical Effort and Working Conditions:

- A busy school office environment with extensive use of a PC.

Contacts and Relationships:

- Staff, children, families and governors.
- Due to the job description and nature of the role, the postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality.

Additional information:

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.
- The postholder will be expected to complete in-house safeguarding training on an annual basis.

Knowledge, Skills and Experience

- Minimum of 5 GCSE's A-C or equivalent including English and Maths
- Good ICT skills
- Presentation skills required to produce high quality school documents
- Experience of working in a busy office environment
- Well organised and calm under pressure
- Hard working, conscientious and accurate
- Understands the importance of confidentiality and discretion.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	

JE Primary Matrix (10/06/19)			
PA007	Administrative Assistant	Grade 14 4-6	<p>Reports to Office Manager/SLT</p> <ul style="list-style-type: none"> - Provide a comprehensive and confidential secretarial/administrative support to the Headteacher, or a more general support to the Senior Management team of the school - Undertake receptionist duties, provide the first line contact between school and community, and administer the school diary for events eg lettings etc. - Would not be responsible for the work of others. - Would work within prescribed procedures, deal with day to day problems, exchanging information, which may need some more detailed explanation, and often provide advice and guidance. - Correct decisions will be from a range of established alternatives relating to their work, and which will have an effect on the running of the school. - Can determine own priorities in order to achieve deadlines but will expect guidance to resolve a high incidence of conflicting priorities. - Need to be able to operate independently and accurately a range of readily understood rules, and procedures or techniques.