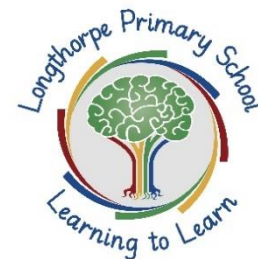


# JOB DESCRIPTION



**Post Title:** Admin Assistant

**Responsible To:** Office Manager, SBM & Headteacher

**Salary:** Grade 5

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*Longthorpe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

## JOB SPECIFICATION

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive
- To provide secretarial, clerical and administrative support to the Headteacher, Deputy Headteacher, Office Manager and other staff
- Contribute to the overall ethos, work and aims of the school and meeting the needs of the children
- Be aware of and support difference and ensure equal opportunities for all
- To have a commitment to high quality service provision.

## MAIN RESPONSIBILITIES

### Customer Focus

- 'Model' excellent professional relationships with children, parents and other professionals in the school
- Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age

### Reception

- Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- Offer a helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate members of staff
- Inform and advise visitors and contractors of health & safety rules, fire procedures and the asbestos plan where appropriate

### Administration & Data Management

- Provide general confidential secretarial service to Headteacher, Deputy Headteacher, Senior Administrative Officer and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required
- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times
- Process pupil admissions in accordance with admissions policy
- Maintain all pupil databases ensuring accuracy, amend/update records on the MIS and other systems
- Produce reports and collect statistics for school activities
- Utilise and maintain spreadsheets
- Maintain effective administration in the absence of the Office Manager
- Maintain attendance, club and activities registers
- Help organise school visits including the booking of transport and venues where necessary.

### Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately
- Maintain notice boards, update timetables/rotas, sort and distribute mail
- Assist with checking and responding to school emails
- Produce and send out communications to stakeholders via school MIS, email, letters, newsletters and website
- Liaise and provide information exchange with external agencies, including school nurse, local authority, PKAT and Attendance officers.

## **Stock Control**

- Checking goods, return unwanted items, arrange repair/servicing
- Raise orders where required ensuring that they are inputted on to the school's financial system

## **Finance**

- Collect, record, and bank pupil monies and voluntary contributions for educational visits, clubs, uniform, maintenance and any other monies collected for events held at school.
- School Meals - collect, receipt, record and bank all income in relation to school meals account, including weekly and monthly reconciliation. Order meals daily, organise packed lunch provision for educational visits.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- Use ParentPay and SchoolGrid to track and record payments and banking.

## **Attendance**

- In conjunction with SLT & Learning Mentor work with stakeholders in order to promote good attendance and to achieve attendance targets
- Follow school attendance procedures, producing attendance, fire and dinner registers, including all details as required.
- Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the school business manager as appropriate
- Monitor daily attendance, ensuring registers are up to date
- Produce attendance certificates upon request e.g. Attend meetings about attendance with the SLT and EWS
- Show new teaching staff how to fill in registers correctly
- Be responsible for responding to pupil Leave of absence requests

## **Safeguarding**

- Comply with policies and procedures covering child protection, health, safety and security
- Contribute to safeguarding the welfare of children in the school
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
- Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges
- To check for DBS certificates for adults with regular access to pupils, including volunteers, student placements, external agencies and sports coaches in line with school policy

## **Accountability**

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Keep an up to date professional portfolio (CPD file) e. Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with Head Teacher and Deputy Head as appropriate g. Appreciate, respect and support the role of other professionals

## **Other**

- Undertake such other duties as directed and required from time to time.
- Provide first aid duties during after school hours
- Take up other administrative duties in the absence of other office colleagues where reasonable and appropriate.

# PERSON SPECIFICATION



**Post Title:** Administrative Secretary

**Responsible To:** Office Manager, SBM & Headteacher

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## **Knowledge And Experience - Essential**

- Knowledge and experience of working with management information systems, MS Office Suite, including Word, Excel and Publisher
- Knowledge and experience of online systems/tools, SIMS, ScholarPack such as Google Apps for Education, Office 365
- Experience of administrative / secretarial duties
- Accurate data inputting skills
- Knowledge and use of spreadsheets and databases
- Experience of working within a school environment

## **Skills And Attributes - Essential**

- Good literacy and numeracy skills
- Ability to communicate clearly and effectively to all staff and members of the public and to remain calm in potentially difficult situations
- Ability to relate well to people on the telephone and in person
- Ability to provide all-round administrative support assisting with the delivery of supplies and services to the office
- Ability to work flexibly to meet the needs of the school and demands of a dynamic office environment
- Ability to prioritise and work under pressure to meet deadlines
- High organisational skills
- Non discriminatory in line with the school's Equality and Diversity Policy and ability to adhere to the school's child protection and confidentiality policies
- Good team-player
- Welcoming and approachable
- Support Office Manager

## **Other Desirable Qualities**

- Full driving license
- Reception experience
- Willingness to learn