

Job Description

Job Title:	Administrative Assistant	School Name:	Pilgrims' Way School
Grade and Range:	Grade 4 scp 4 – 9	Hours:	28 hours per week (36 hours FTE)
Reports to:	The Office Manager/School Business Manager and the Pastoral Teacher	Working Pattern:	Term Time Only
		Supervises:	The office administrative staff (with the Office Manager/School Business Manager)

Purpose:	<p>To assist in the provision of an efficient administrative and clerical support function for the school and to provide support to the school's pastoral teacher.</p> <ol style="list-style-type: none"> 1. To be responsible for assisting in the smooth running of the school office. 2. To assist in the maintenance of the various school computerised databases of pupil and staff information. 3. To provide administrative support to the school's pastoral teacher. 4. Financial administration.
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Principle Accountabilities:

1. Responsibility for assisting in the smooth running of the school office, including:

- Liaising with the Office Manager/School Business Manager relating to work to be undertaken by the office
- Ensure the smooth running of the office in the absence of the Office Manager/School Business Manager.
- General word processing.
- Provide administrative support in organising safety procedures, including fire drills.
- Checking office email accounts daily and taking the appropriate action.
- General administrative duties.
- To maintain and order stock, ensuring best value.

2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and the Attendance Lead as appropriate
- Providing assistance with other information databases, including the daily inputting of dinner numbers and liaising with the school kitchen in relation to lunches needed for trips.
- To input nursery milk numbers weekly.
- To assist with the admissions/leaver processes, including the production of CTF files

3. To provide administrative support to the school's pastoral teacher, including:

- Assisting school staff in all aspects of their role, including contacting parents and pupils where necessary, liaising with the school staff on outcomes.
- In liaison with school staff, maintaining a confidential filing system.

4. Financial Administration.

- To assist with the banking of breakfast, school journey, after school, trips and dinner monies.
- To assist with updating the free school meals/pupil premium register, when required.

<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
	<ul style="list-style-type: none"> ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A sound knowledge of computer databases. ▪ Knowledge of co-ordinating and delegating the work of a team. ▪ Up to date knowledge of local government computerised school databases. ▪ Relevant qualification in supervisory management. 	E D E D	
Experience:	<ul style="list-style-type: none"> ▪ Experience of administration in a similar public sector environment. ▪ Experience of school staff and pupil databases. 	D D	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to communicate with care and discretion with persons at all levels. ▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. ▪ Ability to organise one's own tasks with minimum supervision. 	E E E	
Special conditions:	<ul style="list-style-type: none"> ▪ Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate. ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2025 and a commitment to ensuring the health, safety and wellbeing of all children. 	E E E E E E E E	