The Winchcombe School - Job Description

Job Title: Administration Assistant, 37 hrs	Location: The Winchcombe School
Authority: West Berkshire Council	Salary Range: Scale D (£26,427 - £28,153 pro rata)

JOB PURPOSE

- To support the provision of an administrative service to the Headteacher and other school staff, maintaining confidentiality at all times.
- To promote and support the school ethos by providing a positive image to the school and the wider community.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- Being the first line of communication for the school
- Operating the telephone switchboard

Attendance

- To deal daily with the Attendance Registers, managing the electronic attendance management system and generating attendance letters and reports when necessary
- To attend regular attendance meeting with Headteacher, Deputy Headteacher and EWO
- Managing Fixed Penalty Notices relating to holiday and absence
- Recording staff absence and filing monthly reports to Payroll
- Managing electronic signing in system

Finance

- Managing the school's electronic payment system Schoolmoney
- Accounting for monies collected by the class teachers for extra curriculum events
- Receiving/checking goods delivered and arranging distribution to the correct department

General

- Upkeep of school stationery and stock and ensuring availability for staff
- Support school staff with a range of tasks e.g. photocopying, collating information, entering data, filing, etc
- To undertake routine clerical and word-processing duties, including correspondence as required
- Attend regular admin support meetings
- To continue professional development through a range of training opportunities
- To engage in succession planning across the admin team.
- To assist with annual update of SIMS; new intake data input etc.

Any other duties which reasonably fall within the scope of the post, which may be allocated by the Headteacher after consultation with the post holder.

Person Specification

Job Title: Admin Assistant	Location: The Winchcombe School

Key Criteria	Essential	*Desirable*
Qualifications and Training	Educated to at least GCSE level	• Word for Windows • First Aid Qualification
Competence Summary (Knowledge, abilities, skills, experience)	• Good numeracy and literacy skills • Computer literate	• Knowledge of SIMS
Work-related Personal Requirements	• Able to work to tight deadlines and prioritise tasks according to deadlines • Able to work under pressure • Able to maintain confidentiality • Able to communicate effectively orally and in writing • Flexible, self-motivated and efficient • Able to work independently on a range of tasks • Able to work within a small team • Have a polite, welcoming attitude • Confidence and enthusiasm	