



Wonder
Learning Partnership
Educate | Empower | Engage | Enrich

Stamford Bridge Primary School

ADMINISTRATION ASSISTANT

Administrative Assistant

Responsible to:	Headteacher and People and Estates Lead
Salary	SCP 4 £24,404 (pro rata for term time working)
Hours of work:	37 hrs per week – Term time only, plus 5 days

We are looking for a warm, caring, enthusiastic and dedicated colleague to join our team as an Administration Assistant, under the supervision of the Headteacher and People and Estates Lead.

The post holder will be responsible for supporting the administrative and organisational processes within the school. They will also act as the initial point of contact for parents, 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.

Stamford Bridge Primary School is part of the Wonder Learning Partnership Academy Trust. As a family of schools with shared values, we believe we can provide the best education for children in our care by working together to develop best practice, whilst retaining our own unique ethos. As part of a forward thinking Academy Trust, where innovations in teaching and learning are integral, staff have the opportunity for continued professional development and career progression.

The candidate will require an excellent understanding of safeguarding and what creates a positive culture for safeguarding. They will be able to work in a positive and calm way.

Stamford Bridge Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS disclosure.

Job Description

Overall purpose of the role:

- To provide a professional, efficient front of house reception service to all stakeholders
- To carry out the administrative duties in relation to attendance and the organisation of educational visit, events and activities that are planned across the school year
- Working as part of a supportive and friendly team, build strong working relationships with staff at all levels, to support the work of colleagues across the school

Main duties and responsibilities

To provide a welcoming and friendly and efficient front of house reception service including:

Reception

- Answering the telephone
- Dealing with parents/stakeholder enquiries at the reception counter
- Dealing with deliveries e.g. food/supplies/oil

Communication

- Checking the office email account and forwarding or responding to emails appropriately
- Handling incoming post and disseminating appropriately
- Sending out-going communications (bulk and individual) to parents and stakeholders via email and text, and post when required
- Communicate to parents about in school events
- Set up parent evening events using the online booking system and manage the evenings

Attendance – Pupils

- Log details of daily absences and follow-up as necessary
- Check attendance registers weekly

- Process absence forms. Process penalty notice paper work to the Education Welfare Dept
- Complete absence monitoring, speak with parents, process absence paperwork
- Attendance information shared with Headteacher for Trust meetings and as needed.
- Set up widgets on the SIMS home screen to monitor absence.

MIS

- CTFs completed and all relevant administration for new starters/leavers. Support People and Estates Lead with the termly Census and also the setting up of the new academic year in summer term.
- Complete Dinner register daily and inform kitchen of numbers
- Effective and efficient use of all the SIMS modules (training will be provided)
- Set up weekly newsletter to parents and updating the website with the newsletter

Medical

- Support and pupils in school who have had accidents / feeling unwell.
- Ongoing support for any pupils with medical needs in line with their health care plans.

School Visits

- Support teachers with risk assessments for visits and entering visits on EVOLVE
- Book coaches and venues for the visit
- Circulate communications to parents regarding forthcoming visits
- Oversee payments for school trips via schoolcomms
- Check all consents and any payments due are made before visit departure
- Ensure all medical information and any medication is passed to the visit leader prior to departure

Events

- Circulate communications to parents about any forthcoming events and activities that will be taking place in school
- Set up the activity/event on Schoolcomms if payments or donations are requested

- For events that involve the sale of tickets, set up a register of ticket sales and monitor the requested number to ensure capacity is not exceeded

Music

- Send out new starter paperwork for pupils wishing to start music lessons in the new academic year. Liaise with music tutors/staff re timetables

Swimming

- Organise swimming lessons
- Liaise with swimming teacher regarding groups and changes
- Request teacher(s) of Year group swimming to assign the children into 3 groups
- Produce swimming registers for each of the groups and assign TA's

Other duties

- Support the caretaker – ie taking in deliveries / accompanying workman in school with no DBS check
- Support Mid-day Staff by serving lunches on lower site
- Support Kitchen staff by covering in kitchen when needed
- Any other duties that may be assigned that are commensurate to the post

Person Specification		
	Essential	Desirable
Qualifications		
Education Level: Educated to GCSE level, including Maths and English at grade C or above (or equivalent)	X	
First Aid Trained (training will be provided)		X
Experience		
Recent experience in an administrative role	X	
Previous experience in a school setting		X
Knowledge and use of SIMs		X
Experience of using Microsoft Office and Excel in a work environment	X	
Experience of handling money and banking processes		X
Willingness to undertake relevant training, including safeguarding	X	
Experience of working effectively as part of a team	X	
Skills and Knowledge		
Good communication skills, both oral and written	X	
Ability to deal with members of the public in a professional and courteous manner	X	
Strong organisational skills, with the ability to plan, organise and prioritise to meet deadlines. Can work effectively in a busy environment	X	
Ability to use own initiative and to problem solve	X	
Ability to build effective working relationships with colleagues. Able to work independently and as part of a team	X	
Ability to work under direction and on own initiative	X	
Ability to use IT packages including word processing, spreadsheets and presentation software	X	

Ability to use relevant office equipment effectively	X	
Ability to support staff with administrative tasks, seeking support where necessary to respond to complex enquiries		X
Awareness of health and safety issues		X
Understanding of data protection and confidentiality, including knowledge of GDPR legislation		X
Personal Qualities & Values		
Commitment to the Trust's ethos and values and a willingness to support the school's policies and procedures in all areas.	X	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	
Commitment to safeguarding and equality	X	
Friendly and approachable personality	X	
Embraces change well	X	
Organisational skills	X	
Deals with difficult situations effectively	X	
Good attendance and work ethic	X	

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Note – This job description & person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.