



THE STOUR FEDERATION OFFICE ADMINISTRATION ASSISTANT JOB DESCRIPTION BAND F, SCP 7-10

Play. Make their day. Choose your attitude. Be there.

Note: these are the broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

BROAD DESCRIPTION

Works under general instruction and guidance, handling a range of administrative processes and tasks that are covered by established procedures, but prioritises own workload. Produces documents from drafts or can amend standard formats on a computer. Inputs/retrieves information on SIMS and on online financial packages using initiative where necessary. Operates word processing packages and spreadsheets. Refers complex problems upwards. Role requires some initiative to be exercised. Specific training in the job or previous relevant experience plus short induction required. This post supervises or instructs or trains others and has some budgetary responsibility.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS

The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF

The post supervises, checks work, instructs or trains a small number of staff.

RESPONSIBILITY FOR FINANCE

The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices and banking small amounts of cash.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information in line with GDPR.

KEY TASKS

RECEPTION

- Provide a professional and welcoming reception to all visitors.
- Receive visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes).
- Show visitors around the school.
- Deal with telephone calls and other enquiries, provide general information, take messages.
- Be a first point of contact for children requiring help/support and referring them to other appropriate staff in school.

OFFICE DUTIES

- Handle incoming mail, ensuring appropriate distribution.
- Handle outgoing mail, maintaining records of postage.
- Undertake routine clerical activities/duties, e.g. photocopying, filing, email, completing forms, ensure supply of and maintain stationery and office supplies.
- Undertake word processing, produce standard letters - amend with up to date information (e.g. letters to parents re events in school), produce documents from drafts.
- Communicate effectively with parents, children, staff and visitors face to face, on the telephone and using a text/email/app system.
- Administer late and pass-out slips to children
- Assist with production of school newsletter and school website.
- Distribute documents and materials within the school.
- Arrange meetings.

FINANCIAL

- Deal with ParentPay queries for ordering and paying for school meals, and school trips.
- Receive and record other money on behalf of the school (e.g. voluntary contributions), as instructed by the Leadership Team.
- Create orders and input invoices as authorised by the Leadership Team.
- Review outstanding orders regularly as part of month-end procedures.

RECORDS

- Maintain pupil data; update, retrieve information, complete and collate reports, including paperwork for admissions and leavers.
- Produce attendance registers from SIMS management information system, record and maintain attendance and reasons for absence, following up as necessary (e.g. contacting parents as to why a child is not in school).
- Liaise with parents to notify of a sick child needing collection.
- Undertake other routine procedures, assist in completing statutory data returns.

QUALIFICATIONS AND LIKELY ABILITIES

- Educated to at least GCSE/GCE O level /CSE grade 1, in English and Maths to be able to write letters, take minutes, handle/record cash and maintain budget records, work with databases.
- Previous experience (or formal training and experience).
- Can use initiative, within recognised procedures. Can deal with unexpected problems/situations, though has access to manager/supervisor for advice on unusual or difficult problems.

- Can respond to varied problems or develop solutions. Applies ideas/concepts created by others.
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Able to use all office equipment and has knowledge of administrative and word processing software packages.
- Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis.