

Job Description

Post title:	Administrative Assistant
Contract:	Permanent (34 hours per week, term time only)
Pay range:	Band 5, SCP 4 - 6
Line manager:	Office Manager
Location:	Cottingley Village Primary School

Purpose of the Role:

To assist in the provision of high quality, professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.

Working closely with the Office Manager, the post holder will be responsible for data entry, reception duty and any other paperwork associated with working in a school office environment. This may involve payroll admin, recruitment admin and finance admin, as required by the school.

Responsible to the Headteacher from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected to liaise with senior team members to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Key responsibilities:

ORGANISATION

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some

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judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Arrange meetings for parents and secondary school staff regarding Year 6 transition
- Preparing and meeting rooms and make refreshments for Senior Management Team, visitors and meetings as required
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

ADMINISTRATION

- Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Maintain manual systems.
- Maintain and collate pupil reports.
- Data inputting of computerised records/management information systems.
- Produce data/information/basic reports as required e.g. pupils' data, attendance
- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc).
- Undertake routine administration, e.g. registers/school meals/arranging and coordinating meetings on behalf of other school staff/minute taking/retrieve and disseminate information as appropriate to the needs of the school
- Keeping all staff updated with medical records, making sure information is accurate from parents and updating internal records according, reordering medication and checking medication for expiration. Ensuring school emergency medication in in stock and in date
- Maintaining school diary and ensuring this is kept up to date

RESOURCES

- Responsible for the safe keeping of office equipment and secure storage of supplies.
 - Operate office equipment e.g. photocopier, computer.
 - Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.
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- Responsible in the collection and recording of school dinner money and other routine financial administration.
- Support with the management and collection of school dinner debts

OTHER

- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and well-being of the pupils.
- Make travel arrangements.
- Assist with arrangements of school events/trips etc.
- Preparing refreshments for visitors.
- Receiving and escorting visitors around the School.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level



The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Principal.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE:	<ul style="list-style-type: none"> • Experience using Microsoft Office and Excel • Experience of working in an office environment. • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. 	<ul style="list-style-type: none"> • Experience of SIMS/Arbour database. • Experience of working in an office environment within a school.
QUALIFICATIONS/TRAINING:	<ul style="list-style-type: none"> • Minimum of GCSE English and Mathematics at grade C or above (or equivalent). • NVQ3 (or equivalent) in a relevant discipline. 	<ul style="list-style-type: none"> • Further professional qualifications relevant to the role.
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> • Knowledge/experience of general office work. • Good literacy and numeracy skills. • Good communication skills including telephone/reception skills. • Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc. • Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.). • Knowledge of maintaining financial information systems and making payments. 	<ul style="list-style-type: none"> • Knowledge of relevant policies, procedures and codes of practice. • Knowledge of maintaining financial information systems and making payments using PSF.

	<ul style="list-style-type: none">• Have a neat and organised approach to work.• Be willing, courteous and able to work both using your own initiative and in a team.• Respect confidentiality.• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.	
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