

Job Description

School Administration Assistant

Job Details	
Grade	Subject to Job Evaluation
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides effective secretarial and administrative support to the Headteacher, staff and the wider school community. It manages reception duties, communications, post, telephone enquiries and maintains accurate manual and computerised records and data. The job supports school events, meetings and examinations, whilst organising resources and completing a range of administrative work as directed.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Administration - General

- Providing effective secretarial and administrative support to the Headteacher and other staff.
- Providing support in the School Reception as required.
- Organising and distributing incoming and outgoing post to appropriate recipients.
- Receiving, directing, responding to and relaying promptly any telephone calls or other messages received.
- Supporting administration of the school's email inbox, meeting expected response times and forwarding emails appropriately as necessary.
- Supporting the production and distribution of online and offline communications to pupils, parents and carers, staff, visitors, governors and wider stakeholders.
- Dealing with deliveries, meetings and arrangements with parents/carers and visitors as required.
- Assisting staff, pupils and parents/carers with the information and support they need, which may include support with attendance, admissions, free school meals, parental payments.
- Providing general non-teaching assistance including reprographics and displays throughout the school environment as required.

- Updating manual and computerised records and information systems to maintain accurate data as required.
- Entering and checking data and producing basic reports for school management purposes, which may include fire registers and attendance information.
- Supporting administration and organisation of events and meetings such as staff briefings, meetings, parent and carer events, examinations.
- Supporting communication with parents and carers, which may include administration support for web and app-based messaging.
- Maintaining and organising office and administration consumables and resources for operational requirements.
- Supporting the completion of confidential administrative work as directed.
- Providing administrative support for one or more of attendance, admissions, finance, school meals, school clubs, medication and medical records, uniform and equipment supplies, trips, visits and events, cash and electronic payment handling, and/or specific areas of school business as identified by the Headteacher.

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/Q	Hold GCSEs or equivalent in English and Maths at grade C/4 or above
Experience	AF/I	Have experience of managing a range of administrative tasks
Skills	AF/I	Be proficient in using Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills	AF/I	Have good written and verbal communication skills

		for engaging with diverse stakeholders.
Skills	I	Have good attention to detail and accuracy in data entry and record keeping.
Skills	AF/I	Be able to operate standard office equipment including reprographics
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs.
Competency	AF/I	Be able to both work independently and work well as part of a team
Competency	AF/I	Be well organised, with the ability able to prioritise workload and manage competing deadlines.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including data protection, safeguarding and visitor management procedures.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.