

JOB DESCRIPTION



Job Title: School Admin Assistant

Responsible to: School Operations Lead/Head Teacher

Grade: Grade B

This document outlines the duties required for the time being of the post entitled School Admin Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Key Purpose of Job

- Under instruction/guidance of senior staff, to provide routine general reception and administrative support to the school

Anticipated Outcomes of Post

- Contributing to an effective learning environment for pupils

Key Duties

Organisation

- Contribute to the planning, development and organisation of Support Service systems/procedures/policies.

Administration

- Undertake front of house reception duties, answering routine telephone calls, signing visitors in/out, and dealing with face-to-face enquiries from visitors, contractors and parents.
- Assist in the checking of electronic pupil registers and implement school's First Day Contact Policy for absent pupils if required
- Assist with pupil welfare, liaising with parents/staff/outside agencies etc.
- Assist with the maintenance of manual and electronic records/pupil information systems
- Produce lists/information/data as required e.g. pupil class lists
- Administer electronic communications - email, texts/maintain the school's admin email account
- Provide routine clerical support - photocopying, filing, complete standard forms, respond to routine correspondence
- Undertake word/excel/publisher and other MS Office tasks
- Assist in the production of school newsletters and co-ordinate distribution to parents
- Design and create school posters and certificates
- Assist in the organisation of extra-curricular clubs
- Sort and distribute mail
- Check delivery and receipt of goods and arrange distribution if required
- Assist with arrangements for school trips, events etc
- Taking payments for clubs and school dinners
- Carry out other duties as directed by your Line Manager

Support for the School

- To be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, Health and Safety, Data Protection and reporting all concerns to an appropriate person
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend and participate in meetings, training and professional development as required

Key Working Relationships

External

- Parents

Internal

- Pupils
- Teachers and other support staff in the school

Health and Safety

All employees will ensure that they:

- Take care of their own safety and that of others.
- Ensure that equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures, instructions and Health and Safety matrix.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

Other Information

- The postholder is responsible for promoting and safeguarding the welfare of children and to adhere to and ensure compliance with the Trust's Safeguarding Policy and procedures at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) or the Headteacher.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- Connect Academy Trust operates a site smoke-free policy and the post-holder is prohibited from smoking in any of the Schools' buildings or anywhere on or close to the school grounds. Staff will not be released for a break that is specifically for smoking.
- Post-holders are expected to familiarise themselves with, and adhere to, all relevant Trust/individual school Policies and procedures that are relevant to the role.
- The post-holder will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and will also be required to complete a Childcare Disqualification Self-Declaration Form.
- All employees must follow the Trust's Staff Code of Conduct at all times

Signed _____
(Employee)

Date _____

This Job Description is not a comprehensive definition of the post. Discussion will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified above.

PERSONAL SPECIFICATION

School Admin Assistant

Post Requirement	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Sound literacy and numeracy skills • Proficient keyboard skills 	<ul style="list-style-type: none"> • NVQ 2 or 3 / other qualification in clerical administration
EXPERIENCE	<ul style="list-style-type: none"> • Experience in administration/previous office experience • Microsoft applications - Word, Excel, Publisher, Power-Point 	<ul style="list-style-type: none"> • Previously worked in school setting • Worked as part of a team • Knowledge of MIS systems (e.g. Arbor) • Knowledge of Microsoft Sway • Knowledge of social media platforms
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Interpersonal skills – parents, pupils, staff, outside agencies • Organisational skills • Communication skills – oral and written • Uses technology with confidence • Systematic • Attention to detail • Creative skills • Work both independently and collaboratively with ease • Work under pressure at pace when required 	<ul style="list-style-type: none"> • Interest in career development if opportunities arise.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional and friendly manner both face to face and over the telephone • Discreet and maintains confidentiality • Works calmly under pressure • Able to prioritise own workload • High personal standards for work • Starter/finisher • Flexible and able to adapt to the changing demands on the Admin team • Positive outlook • Smart appearance • Open to new learning opportunities • Good problem solver • Prepared to go the extra mile • A good sense of humour! 	