

## Job Description and Person Specification

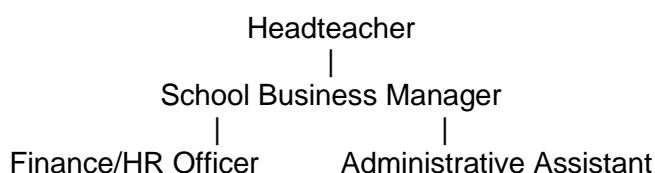
<b>Job title</b>	Administrative Assistant – level 2
<b>School</b>	Victoria Park Nursery School & Family Hub
<b>Salary grade</b>	C
<b>Work location</b>	Victoria Park Nursery School
<b>Reports to</b>	School Business Manager
<b>Supervises</b>	none

### JOB PURPOSE

Under the instruction/guidance of senior staff, to provide general clerical, administrative and financial support to the school.

This job falls within the definition of regulated activity and therefore will be subject to an Enhanced DBS with barred list check.

### STRUCTURE CHART



### MAIN DUTIES AND RESPONSIBILITIES

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors – *this to include providing information for prospective families and offering help to all other visitors to school.*
- Liaising with parents and staff – *passing on messages, checking on absent children etc*
- Assist with arrangements for school trips, events etc. – *including collecting voluntary donations, associated banking, risk assessments, evolve*
- Provide general clerical administrative support, e.g. typing, photocopying, scanning, manual filing, emailing, completion of standard forms, and responding to routine correspondence/emails – *this will include supporting the finance team with data entry as required.*
- Maintain manual and computerised records and update management information systems and databases – *SIMS, Tapestry, waiting list, Evolve, Crest, FMS eg. Attendance records*
- Produce lists/information/data as required, e.g. pupil data – *to SBM and HR/Finance Assistant or Headteacher/Teachers as required.*
- Take notes at meetings – *as required and type up minutes.*
- Sort and distribute mail – *go to postbox as required.*

## MAIN DUTIES AND RESPONSIBILITIES

- Undertake administrative procedures – *eg ordering milk, testing fire alarm, checking food safety procedures, managing COSHH file, YE & admissions procedures*
- Maintain and collate pupil reports – *and file in individual records*
- Undertake routine administration of school lettings/use of school premises
- Maintain stock and supplies, distributing as required – *maintain the stationery cupboard*
- Supporting Senior Leadership with marketing of the school *eg attending open days/welcome meetings as required – and producing information packs etc*
- Provide general advice and guidance to staff, pupils and others – *eg offer help when needed when using office machines*
- Undertake general financial administration – *taking money and writing receipts, banking if required, contacting suppliers for quotations as required.*
- Attend and participate in relevant meetings as required – *eg start of term meetings*
- Participate in training and other learning and development activities as required
- Other duties, as required by Senior Leadership Team, in accordance with the level and nature of the post – *eg acting as part of a team, supporting teaching staff or lunchtime staff as requested.*
  
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

## SCOPE (impact on/control of resources, people, money etc)

No budget responsibility  
No staffing responsibility

## PERSON SPECIFICATION

Essential/  
Desirable

### Qualifications

GCSE Maths and English to grade C or above, or NVQ 2 in relevant area (e.g. business administration), or equivalent experience

E

### Experience

Experience of working in an office environment, or general clerical, financial or administrative experience

E

### Knowledge and understanding

Knowledge of first aid

D

Good understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities

E

Understanding of need for confidentiality	E
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	E
Good ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Good numeracy and literacy skills	E
Ability to relate well to children and to other adults	E
Ability to work flexibly as part of a team	E
<b>Work-related personal qualities</b>	
Able to identify own training needs and willingness to take part in learning and development activities	E
Able to stay calm under pressure	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential