



<b>Job title:</b>	Administrative Assistant	
<b>Reports to:</b>	Head Teacher/School Business Administrator	
<b>Scale/FTE:</b>	Salary Scale: BR 5	Hours: 7.2 Hours per Week/ 39 Weeks per Year

#### **Key Purpose:**

Under the guidance of the School Business Administrator, undertake administrative, financial and organisational duties to support the efficient and effective operation of the school office and the day-to-day running of the school.

### **Main Responsibilities and Duties**

#### Office Administration

- To undertake reception duties, to include answering routine enquiries, visitor checks and sign in, telephone calls, managing the school diary and providing refreshments.
- To ensure pupils are signed in upon arrival and that all pupils sign out if they leave during the school day.
- To ensure school security arrangements are always complied with, including the issue of visitors' badges and signing in of visitors.
- To maintain records on the electronic entry system and keep a register of visitor access passes/fobs.
- Provide general clerical and administrative support including photocopying, filing, routine correspondence, use of ICT packages such as word, excel, email and Arbor.
- To manage the Arbor pupil database including admissions, pupil details and registration, attendance, special needs, year-end promotion and associated follow-up procedures.
- Maintain attendance registers and follow up on pupil absence including first day calling.
- To administer new pupil admissions, liaise with the Local Authority, arrange appointments/open days for prospective parents, offer letters and induction packs.
- To undertake administration tasks relating to mid-year transfers and transfer to Secondary School.
- Provide support for pupil first-aid/welfare and notify parents and staff as required.
- Ensure that all accidents are recorded in accordance with the Trust's Health and Safety Policy and advise school community of infectious diseases.
- Ensure First Aid Kits are kept stocked, in date and reorder new supplies when necessary.
- To assist the SENCO to record and maintain staff and pupil Care Plans, RIDDOR forms, PEEPs, risk assessments etc.
- To take responsible steps to support children sent to the medical room/school office, including administration of medical assistance as necessary.
- Administration of school dinners, liaising with catering contractor, communication to parents, collecting of dinner monies and updating the school dinner software package.

- Administration of educational visits, liaising with the EVC, making bookings as requested, communication to parents, maintaining associated IT systems, collection of parental contributions and reconciling income & expenditure.
- Administration of school clubs and events to include bookings, lettings, communication to parents and collection of monies.
- To collate information provided and produce the School Newsletter for circulation to parents, staff and other stakeholders.
- Ensure policies, newsletters, holiday dates and other school documents are kept in school and published on website if required.
- To assist with the organisation of events such as Open Evenings, New Reception Meetings, Secondary Transfer meetings, etc., liaising with leadership and teaching staff as appropriate; communicating with stakeholders and community links.
- To assist with the administration of other school activities as required such as school shop, school library, lettings, school photographer, etc.

#### Other Responsibilities

- Be prepared to work collaboratively with all schools within the Trust.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification	
Criteria	Essential = E Preferable = P Desirable = D
Knowledge and Experience	
<ul style="list-style-type: none"> <li>Knowledge and experience of relevant administration systems and ICT packages.</li> <li>Previous office experience</li> <li>Experience of working in a school administrative role.</li> <li>Experience of working as part of a team.</li> </ul>	E  E P E
Skills and Abilities	
<ul style="list-style-type: none"> <li>Good interpersonal and communication skills.</li> <li>Conversant with IT and a competent user of word processing and email.</li> <li>Good numeracy and analytical skills.</li> <li>Ability to relate well to children and parents with patience and understanding.</li> <li>Good organisational and time management skills.</li> <li>Ability to prioritise workload and to use own initiative.</li> <li>Ability to work under pressure in a calm and measured manner.</li> <li>A high level of personal professionalism and confidentiality.</li> </ul>	E E E E  P P E E
Personal Attributes	
<ul style="list-style-type: none"> <li>Enthusiasm and drive for working in a school.</li> <li>Ability to work independently and collaboratively as a member of a team.</li> <li>Reliability, confidentiality and integrity.</li> <li>Ability to promote the positive image of the schools and the Trust.</li> <li>Excellent health and attendance record.</li> <li>A positive and flexible attitude to work.</li> <li>Willingness to undertake further training/development opportunities</li> </ul>	E E E E E E E
Date: January 2019 - Revisions 06-2021; 09-2023; 11-2024, 09-2025	