



Christ Church Church of England Primary School

Job Description - Senior Administration Assistant

Reports to:

Headteacher and School Business Manager

Role Purpose and Role Dimensions

Under the instruction/guidance of your line manager and Senior Leadership team (SLT) provide general administrative and financial support to the school.

Commitment to Inclusion and Safeguarding

As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Christ Church Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties

Administration

- Undertake all general office duties including answering calls, emails and face-to-face enquiries. Provide prompt efficient resolution by general advice, guidance and troubleshooting to staff, pupils and others. Professionally, calmly and positively, demonstrating a commitment to the school's Customer Care ethos.
- To ensure school safeguarding/security arrangements are always complied with, including the issue of visitor's badges and signing in process. To check visitors have DBS certificates (where required) and their details are included on Single Central Register. To ensure visitors are allocated the correct lanyard and guided in line with school safeguarding protocols.
- Assist the School Business Manager to continually improve the quality of our communications and procedures in so far as they affect all stakeholders but most specifically parents/carers. Ensure all internal and external facing calendars are up to date and consistent. Collate and produce letters, newsletters and other communications for the Headteachers approval.
- To coordinate the administration and running of extra curricular activities including but not exclusively school clubs and trips. This includes liaising with club leaders/teachers, ensuring DBS information is up to date and all of the required due diligence is completed. Setting up consent forms & payment items and producing reports as required. Liaising with school kitchen for catering as necessary. The booking of coaches and venues. Financial record keeping and reporting as required.

'I am because we are'

1 Corinthians 12: *For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ...*

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- Maintain manual and computerised records/databases and operate all relevant ICT packages to ensure the smooth and efficient running of the school office. To produce lists and reports as required.
- To record staff absence including sickness and agency staff.

Finance Duties

- To process and input purchase orders, non-order and order invoices and arrange payment via BACS.
- Administer and prepare reports for school meals, school uniform, school maintenance fund, school journey. Collect and collate school & governors fund contributions. Reconciling the governors and the school fund account.
- To work in partnership with teaching staff for the costing, travel arrangements and booking all of the school trips including the collection and reconciliation of all money.
- Manage expenditure within an agreed budget and assist with planning, monitoring and evaluation of budget.
- Assist with research and data preparation for fundraising and grant submissions and activities.
- Assist with undertaking complex financial administration procedures.
- Willingness to train and to cover for School Business Manager as and when the need arises.

School Website/Digital Communications

- To ensure that the school website and any social media platforms are always current, consistent, up to date and relevant to the needs of all stakeholders.
- To ensure that all important information and deadlines are clearly flagged to website users.
- To promptly upload website/social media/app content as directed by SLT/SBM ensuring that content is displayed under relevant and correct headings on the site
- To ensure that digital communications (APP based) are up to date and effective to meet the needs of all users.
- To become the Administration teams digital platforms/communications champion and drive use of digital communications to maximise parental engagement and financial and procedural efficiency.

Policies

- To provide a monthly alert to SLT of school policies due for review.
- To reformat policies drafted by SLT to ensure they are in the agreed CCS style and format.
- To upload policies onto the school website and make available on school shared drive for staff to access.

Whilst this Job Description sets out the range of duties and responsibilities envisaged for the post, it is by no means exhaustive, changes will occur under local management to which the postholder is required to respond positively.

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General Office Duties

- To maintain registers and all administrative duties relating to attendance procedures.
- Make calls to parents/carers to confirm pupil absence in line with safeguarding requirements.
- Maintain accurate records using SIMS and provide any reports that may be required.
- To identify areas and systems for development to improve effectiveness of school administration.
- To assist with coordination and management of procedures relating to Admissions where required ensuring Greenwich's criteria are adhered to correctly. Manage induction procedures for new children e.g. tours of the school as required, meetings for new parents/carers.
- To undertake administrative duties for school meals catering including providing school kitchen with accurate meal numbers (daily and weekly reconciliation) and ensuring school systems are updated to accurately reflect meals taken.
- To maintain and liaise with school milk & fruit providers to ensure all eligible children receive them.
- Assist with administration of recruitment and other staff changes e.g. arranging advertising, collating documentation for candidates/interviews and medical clearance, criminal record checks as required.
- To assist the SBM with maintaining and updating the Single Central Register
- Completing and submitting complex forms, census, returns etc., including those to outside agencies e.g. DfE.
- To assist teacher responsible for a school journey/school trip with the arrangements and administration for the school journey/school trip.
- Maintain stock levels for office operation including school uniform and stationary, to place orders with suppliers for replenishment, collect money collate inventory when required.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing, word processing, use of spreadsheets and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Undertake administration of complex procedures.
- To look after the general welfare, provide First Aid for sickness & injury of pupils. Liaising with parents/carers and staff etc. To assist with visits from pupil visitors such as the School Nurse, photographer.
- Book training courses for staff as directed by the Headteacher
- To support admin assistant to check and sign deliveries ensuring orders are correct informing suppliers of any discrepancies
- Sort and distribute mail as appropriate.
- Provide administrative support for teaching staff and non-teaching staff
- Promote and safeguard the welfare of children and young persons within the school
- To deal with any reasonable request made by the Head or the School Business Manager.
- Attend INSET training and other training required (hours may vary) and be committed to Continued Professional Development relevant to the post

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Green Statement

Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management in line with the schools Health & Safety policy as published on our website.

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Personal Specification - Senior Administration Assistant

E=Essential
D= Desirable

Administrative and secretarial experience.	E
Experience and knowledge of managing accurate computer and paper based systems.	E
Good keyboard skills with a high proficiency in Microsoft Office and SIMS/FMS and IT systems.	E
GCSE English and Maths Grade C or above.	E
Able to work in a pressurised environment dealing with a wide variety of tasks and tight deadlines while remaining professional and calm.	E
Excellent interpersonal skills to deal with parents/cares and pupils sometimes on difficult issues.	E
Excellent, clear communicator at all levels and an effective team member.	E
Have patience and a sense of humour.	E
Ability to work on own initiative.	E
Experience in digital media and marketing.	D
All Candidates must be willing to undergo the required check including an enhanced CRB check.	E

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