



JOB DESCRIPTION

Post Title	Admin Assistant
Grade/Scales	Grade 5, Scale point 4 to 6
Hours	37 hours per week Term Time only Monday to Friday 8am to 4pm daily with 30 mins lunch (3.30pm on a Friday)
Responsible to	Assistant Head – (School Business Manager)
Responsible for	n/a

To support the education, supervision and care for students in school, promoting the highest levels of achievement in accordance with school policies by providing technical support within the school and by carrying out such other associated duties as are reasonably assigned by the Head Teacher or Assistant Head.

Job Purpose:

- To provide receptionist duties for all stakeholders in school.
- Provide administrative support for the school office including; Trips, Cool Milk scheme, After Schools Clubs, Uniform ordering, Notice Boards, School Dinners etc.
- To undertake general clerical and word processing duties.
- To assist in maintaining all areas of pupil information.
- School meals administration.
- Exclusions, Bullying and Racial Incidents administration.
- Stock Inventory.
- Petty Cash, School Fund processing

- Managing the school post both distribution and sending – this may include visits to the post office
- First Aid provision (training will be provided) including the logging of incidents on Medical tracker, maintaining stock levels of first aid supplies and maintaining individual pupil plans for more serious conditions such as Asthma
- General day to day filing
- Maintain clear communication channels with all stakeholders including parents both verbally and written using Eduspot
- Participating in the wider life of school with support at events such as discos, BBQs etc
- Maintaining the reception area to be a warm welcoming environment including the promotion of the pre-loved uniform stall.

Duties & Responsibilities:

- To provide a positive and welcoming reception for all visitors to the school office, together with telephone duties.
- To communicate with outside agencies/services e.g. school nurse, engineers, contractors and direct enquiries to relevant personnel.
- To be prepared to undertake jobs allocated by Assistant Head on a daily/as required basis.
- To help maintain pupil information by day to day entering of all confidential pupil information onto computer systems (Arbor).
- To help maintain confidential computer files and update when necessary.
- Collate pupil meals numbers and staff meal numbers and control dinner money collection via Parent Pay, including liaison with the school Cook.
- General tidiness of administration & First aid stock cupboards ensuring stock levels are maintained and order requests processed.
- At busy periods assisting the Attendance Officer with first day phone calls.
- To check and distribute deliveries ensuring all relevant documentation has been completed.
- To provide word processing support to all staff (including teaching staff).
- Minor first aid including administering medicines and completing relevant documentation.
- Assisting in playground supervision if required.

- Accompanying pupils on school visits if required.
- To attend relevant training courses as directed.
- At all times to be aware of the confidentiality required of staff working in school.
- The nature of the role demands flexibility with regards to the needs of the school. Additional duties may be added or stated duties changed as determined by the Head Teacher in consultation with the post holder.

Note:

The Postholder's duties must be carried out in compliance with the school's policies and procedures, including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide entitled School Support Staff – The Way Forward' commensurate up to and including Level 3.

Person specification - Administrative Assistant Grade 5

Criteria	Essential	Desirable	How assessed
1. Skills/abilities	<p>Good IT skills, in particular proven experience of typing and using keyboards</p> <p>Excellent numerical and written skills</p>	<p>Ability to photocopiers.</p> <p>Experience of ParentPay</p> <p>Experience of EduSpot</p> <p>Experience of Arbor</p> <p>Experience of Medical Tracker</p>	Application Form, test
	<p>Excellent Telephone manner</p> <p>Excellent interpersonal skills</p>		Interview
2. Knowledge	Excellent knowledge of Microsoft Windows and packages including excel, outlook and word	Experience of office systems	Application Form, interview
3. Qualifications/ education/training	<p>Three GCSEs (grade C/4 or above) or equivalent including English & Maths.</p> <p>NVQII or above in relevant subject e.g. Business Administration.</p>	Undertaken training in computers and software packages such as Windows	Application Form, exercise and test
4. Experience	<p>Experience of working within a school office environment</p> <p>Experience of multi-tasking and prioritising own work load</p>		Application Form, interview
5. Other requirements	<p>Excellent communication skills particularly dealing with face to face visitors.</p> <p>Articulate and presentable at all times</p>	None	

	<div>Team player with the ability to work in a small team</div> <div>Ability to prioritise effectively</div> <div>Clear enhanced DBS check</div>		
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