

## Administrative Assistant Level 2 Primary

### Job Description

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

### Job details

**Salary:** Grade 5 SCP6 - 7 Currently £13.47 per hour rising to £13.69

**Hours:** 8.15am - 4.00pm Monday to Friday  
Term Time only plus 3 additional days

**Contract type:** Full Time Permanent

**Reporting to:** Headteacher

**Responsible for:** N/A

### Main purpose

The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

### Duties and responsibilities

#### Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seeking support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need



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## Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

## General administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Manage the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Report on any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Organise parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality
- Ensure the relevant registers are printed for Clubs
- Ensure lunches are booked for pupils and liaise with the catering company, as appropriate.

## Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Work with the Family Learning Mentor to support families with the expected levels of attendance.

## Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school



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## Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents and carers
- Carry out financial administration in line with the school's procedures
- Operate the uniform shop arranging for stock replenishment as required

## Using the Schools MIS system

- Manage school admissions arranging for CTF's to be sent and imported
- Managing pupil records
- Liaising with Local authority partners to ensure smooth transitions for pupils
- Supporting families with applications
- With assistance, complete the termly Census reports

## First Aid

- Be prepared to complete the First Aid at Work Training course and assist with pupil and staff first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc
- Undertake the Administering Medicines course and be responsible for administering, under the parents direction, medication to pupils as required

## Trip Co-ordinator

- With assistance of the EVC co-ordinator organise trips and visits, arranging transport and medication whilst pupils are away from school

## Other areas of responsibility

- Read and follow the relevant school policies and procedures
- Undertaking training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Liaise with Trust Central Team to ensure smooth running of School systems
- Assist the site Manager with records of site maintenance and liaising with Contractors.
- Undertake Fire Warden training
- Any other duties that the Headteacher feel are commensurate with the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



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## Person Specification

|  | <b>Essential</b>   | <b>Desirable</b>  |
|--|--|---|
| <b>Qualifications</b>                          | <ul style="list-style-type: none"> <li>Good standard level of education</li> <li>5 GCSE's or equivalent, including English and Maths</li> <li>NVQ Level 2 in administration or equivalent, or willingness to undertake this qualification</li> </ul>                 | <ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>   |
| <b>Work or relevant experience</b>             | <ul style="list-style-type: none"> <li>General clerical/administrative work</li> <li>Computer/keyboard skills</li> <li>Ability to take notes</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of working in an educational setting or other relevant environment</li> </ul> |
| <b>Knowledge and Understanding</b>             | <ul style="list-style-type: none"> <li>Good numeracy and literacy skills</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of a School MIS system e.g. Arbor or SIMS</li> </ul>                          |
| <b>Skills and Abilities (relevant to post)</b> | <ul style="list-style-type: none"> <li>Willingness to participate in training and development opportunities</li> <li>Good ICT skills</li> <li>Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>                           |   |
| <b>Personal Qualities</b>                      | <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Ability to relate well to children and adults</li> <li>Ability to work well as part of a team</li> <li>Flexibility and reliability</li> <li>Ability to maintain confidentiality</li> </ul> |   |
| <b>Special Conditions</b>                      | <ul style="list-style-type: none"> <li>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>   |   |



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