

Job Description

Post: Administrative Assistant

Pay range: Hertfordshire H2- scale point 3

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.

Overall purpose of the post:

To provide general administrative support to the school under the instruction of the Office Manager and Senior Leadership Team and to assist in the efficient running of the school office, including acting as an ambassador for the school when meeting parents and other visitors. To contribute to the overall vision and ethos of the school, ensuring the best standards possible for pupils and staff.

Main duties and responsibilities:

Reception:

- Providing a warm welcome to all
- To ensure that the reception and waiting areas are maintained to the highest professional standards
- Dealing with telephone and face to face enquiries in an efficient and professional manner
- Ensuring that all messages are dealt with in a timely and accurate fashion and professional manner, relaying messages to colleagues promptly
- Dealing with incoming and outgoing post
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges
- Providing information and support to other staff members as required
- Providing hospitality for visitors
- To accept and sign for deliveries as appropriate
- Ensuring that all information is treated confidentially and to have absolute discretion at all times, complying with the Trust's data protection procedures

Administrative:

- Updating Arbor (MIS) as required
- Managing the school dinner register and sharing numbers with kitchen and reconciling dinner numbers as required.
- Checking goods that are delivered to the school and maintaining paperwork to be sent to the Central Team
- Updating and distributing communications with parents, colleagues and the community including text messages, newsletters etc.
- To assist the school office manager and Head Teacher in marketing the school
- Updating the school diary
- Booking in any visitors in advance, for example school nurse or educational agencies/ visitors
- To produce reports from the MIS under the direction of the Office Manager and/or Head Teacher
- To attend, participate and take notes at meetings as required
- General administrative duties such as photocopying, filing, emailing and completion of routine forms

Safeguarding

- To work in accordance with all safeguarding policies and requirements in the school and in particular:
 - Manage registers and first day absence reports
 - Support office manager with recording leavers and starters and ensuring new paperwork is shared and collated.

Finance:

- Raising purchase requisitions on the finance system
- Checking goods when delivered to the school
- Scanning and sending the necessary financial paperwork to the Central Team
- Assist in preparing monies to be collected by the Central Team for banking

Welfare:

- To administer first aid and medicine (in line with school policy) to pupils as required and order first aid supplies as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils

Professional development:

- To engage in probation, supervision and appraisal processes
- To engage in professional development opportunities

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of 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.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children



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Knowledge	
Essential	Desirable
Previous experience of working in an office environment, dealing with face to face interactions	Previous experience of working in a School Office
Good working knowledge of Microsoft and Google software packages including word processing, spreadsheets and presentation software.	Specific knowledge of School MIS systems, preferably Arbor
Understanding of Safeguarding	First Aid trained
Understanding of Health and Safety	Level 1 Safeguarding trained
Understanding of Data Protection and confidentiality	Some HR experience
Good understanding of excel and word	Ability to post on social media
Understanding of the School and Trust's Ethos and Values	
Ability to relate well to children and adults, being sensitive to their individual needs	
Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.	
Ability to communicate effectively in English, both written and verbally.`	
Ability to work flexibly in support of the school.	
Ability to pay close attention to detail to ensure accuracy	
Resourcefulness, enthusiasm, patience, resilience and a sense of humour	
Ability to work independently and with initiative.	
Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.	