

Job Profile



Post Name	School Administrative Assistant
Salary Scale Point	NJC 5-6
Weekly Hours	30 hrs (Monday – Friday 8.30pm – 3pm, 30 mins unpaid lunch)
Working Weeks	39 weeks per year
Contract Type	Maternity cover / FTC

Job Purpose
To provide clerical admin and reception support to the Principal and the staff of the school.

Main Duties
<ul style="list-style-type: none"> • Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors. • Undertake typing, spreadsheets and other IT based tasks. • Provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms. • Liaising with the principle, SBM and other staff where necessary. • Assisting in the booking of after school clubs and parents evenings including set up of parents accounts on the parent portal. • Assist with pupil first aid (training will be provided)/ welfare duties, looking after pupils who are unwell, liaising with parents/staff. • Maintain manual and computerised records/management information systems. • Manage the administrative elements of new children starting at the School, including ranking new applications from SBC, children that leave the school and fixed penalties. • Ensure pupil registers and daily registers are updated and kept correct. • Undertake pupil census as required – liaise with Principal for submission. • Provide information for internal and external bodies. • Booking supply cover when requested and checking of the supply timesheets from agencies. Ensure matches the time spent in school. • Undertake routine financial administration e.g. collect and record dinner money and raise purchase orders for school supplies. • Assist in arrangements for all school events such as school trips, performances etc. • Participate in annual safeguarding training and follow the school's safeguarding procedures to protect the safety and welfare of pupils. • Bulk photocopying/printing jobs for teaching staff (3 day turnaround). • Nursery number management and any additional administration required to support this. • Complete dinner number for supplier and kitchen and maintain menus. • Maintain a tidy and professional work environment including the entrance of the school. • Maintain school calendar and website • Taking small amounts of money and issuing receipts. • Support the smooth running of the school by carrying out occasional tasks when others are not available

Supervision and Management

The jobholder will report to the School Operations Manager.

The jobholder does not have any direct reports but may be required to assist with orientation for new staff.

Decision Making

Contribute to decision making within the office under the direction of the School ops Manager.

The jobholder mostly follows set school processes and procedures but may be able to make decisions about the order in which the work is completed bearing in mind school priorities.

Key Contacts and Relationships

- To be the first point of contact for school visitors.
- Maintain good relationships with pupils and their parents.
- Maintain positive working relationships with school and Trust staff at all levels.

Working Environment

The jobholder's work is mainly undertaken in an office, within the school premises and may be interrupted by phone calls, visitors to the school or requests from staff.

There is contact with members of the public, visitors to the school, contract staff, students, parents, staff etc.

Knowledge and Skills

- General clerical/administrative work
- Good numeracy/literacy skills
- Appropriate knowledge of first aid (although training will be provided)
- Knowledge of Child Protection (training will be provided)

Employees have responsibility to:

- Take reasonable care of their own and others' health and safety
- To cooperate with their employers
- Carry out activities in accordance with training and instructions
- Take reasonable care of their own well being

Inform the principal of any serious risks.

Other Duties

The list of duties as above is not exhaustive. The postholder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur,

consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION – Administrative Assistant		
	Essential	Desirable
Qualifications	Maths and English GCSE Grade 4 / equivalent	First Aid Training Child Protection Training
Skills and Experience	Experience of working in an office environment	Experience of working in a school
Personal Qualities	Approachable Organised Calm under pressure Works well in a team and under own motivation	