

Northbourne CE Primary School
School Administrative Assistant Job Description
Report to: Headteacher/School Business Manager **Grade:** 4

General Role

- To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference
- To provide general administrative support to the school under the instruction of Senior Staff and to assist in the efficient running of the School Office.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.

Reception Duties

- Providing a warm welcome to all. 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, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post and deliveries
- 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.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures

Administration Duties

- Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Produce lists/information/data as required
- Undertake routine financial administration
- Updating and distributing communications which may include but is not limited to the school noticeboards, newsletters and other communication with the school community

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Management Information Systems)
- Support the maintenance of stock and supplies, cataloguing and distributing as required, placing orders for purchasing requirements ensuring best value is achieved.
- Support operation of uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Support with meeting the Health and Safety requirements

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training & other learning activities and performance development as required
- Be aware of and support difference and ensure equal opportunities for all

Qualifications, Experience and Personal Specifications

Experience & Qualifications	Essential	Desirable
General clerical/administrative work	✓	
Working in a school or busy 'people' environment	✓	
Knowledge, Skills and Understanding		
Good numeracy/literacy skills	✓	
Good keyboard/computer skills & use of IT packages/systems	✓	
Understand school roles and responsibilities and your own position within these		✓
Knowledge of relevant policies/codes of practice & awareness of relevant legislation		✓
Ability to identify your own training and development needs for self-improvement		✓
Appropriate knowledge of first aid		✓
Personal Attributes		
Excellent communication skills, particularly relating to adults and children	✓	
Work constructively as part of a team	✓	
Enthusiasm, good humour, determination and resilience in your work	✓	
Demonstrate a high degree of confidentiality in their work	✓	
Dedication, enthusiasm& commitment to making a difference to children's lives	✓	
A commitment to the provision of high-quality childcare	✓	
A positive approach to inclusive practice, with children and colleagues	✓	
Excellent organisational, record keeping and planning skills	✓	
Ability to take own initiatives and respond quickly to challenges and needs	✓	
Hard-working, punctual, reliable, patient, honest and trustworthy	✓	
Qualifications		
Experience in relevant discipline		✓
Safeguarding children training		✓
First Aid Certificate		✓