



"We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place."

We are CREW not passengers - Courage, Responsibility, Excellence, Wisdom

Administrative Assistant

Job Description and Person Specification

Job Title: Administrative Assistant

Responsible to: Office Managers.

Main purpose of the role:

- To provide an effective and efficient service liaising with parents and visitors, as well as staff, by providing an excellent administration service to the school (as outlined in detail below).

Key duties:

External trips

- Taking full responsibility for arranging/ organising / booking:
 - Visits / internal events/ coaches/ lunches
 - Parent helpers / volunteers.
- Calculating costings and reporting trip details to Office Managers.
- Using Evolve to monitor and oversee teachers input; entering visits / internal events schedules on our payment's portal, monitor payments received and liaise with Finance and Office Managers.
- Liaising with Teachers and Parents/Carers.
- Ensuring Parent/ Carer consent forms are received in a timely manner.
- Arrange for volunteer helpers required per visit, liaise with HR for DBS requirements.
- Arrange activities/exhibitions, school events in partnership with teaching colleagues, and finance.
- Update calendars/schedules for whole school events (to include dates & times)
- Sourcing venue risk assessments.

Internal events

- Liaise with outside agencies to organise pupils' health, safety and welfare promotions such as: NHS Weighing & Measuring Scheme, NHS Flu Vaccine, NHS Dental Survey, Vision Screening and Immunisation programmes
- Organise bikeability sessions, expert showcases & EYFS Family sessions
- Organise parent lunches and liaise with teachers, parents & kitchen.
- Organise school photos during autumn (Individual) and spring (Class) term.
- Keep Club records up to date (including spreadsheets/ posters/term times/ registers)
- Liaise with HR re. DBS
- Liaise with Finance re. educational visit and club related invoices

Systems

- Using packages – Evolve, Arbor, volunteer website, School Website, Calendar website and Custr (E-reception) to log information and manage trips and events.



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Communications

- Provide a friendly welcome to the school's community of parents and carers, pupils, Governors and every other visitor, requesting that all visitors check in on arrival.
- Ensures all communication, by phone, email or in person, is delivered to the standard required by the school.
- Liaise with HR for DBS requirements, ask for DBS documentation and hand out the relevant lanyards to visitors.
- Respond to standard requests for information and to reply to correspondence and emails on behalf of staff
- Provide a high standard of professional communications with all Crew Members.
- Deal with requests from staff, pupils, parents, carers and other visitors throughout the day.
- Undertake any other duties that are within the scope of the post, as determined by the Office Managers.
- Assist Office Managers and Headteacher with administrative duties if required.
- Develop and maintain effective working relationships with staff, parents, school governors, visitors and external stakeholders
- Provide pastoral care when required.

Staff and student records

- Ensure all morning registers are completed by 9.30am and afternoon registers by 1.15pm on Arbor.
- Record daily pupil attendance data, following up absences promptly and in accordance with the school policy.
- Check the Custr (E-Reception) system for lateness and update all the 'Ns' (no reason) by 10.30am each day, on Arbor. This is of great importance as it can be picked up by Ofsted.
- Check all year group meals in Arbor and adding any meals to students without an option selected.
- Record any staff lunches ordered in Arbor.
- Print off each year group meal orders and hand to the kitchen by 9.30am.

Administrative

- Supports the wider office team in administrative tasks to help ensure a smooth running of front office and school procedures, and respond to correspondence and emails on behalf of the school.
- Work closely with the Office Managers to discuss actions and ensure all are completed within timescales discussed.
- Understanding and complying with data protection requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the appropriate senior manager.
- Filing documents both electronically and manually, and receiving, sorting and distributing post.
- Prepare standard letters and memos, documents and returns as directed, including supply folders for agency workers.





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- Responsible for the control and ordering of medical and stationery stock (paper, cartridges, books - checking stock every two weeks) and maintaining all public facing notice, photo and digital boards.

Pupil welfare

- Recording health and safety incidents as per the schools' Health, Safety and Welfare policy. Financial Support
- Placing, receiving and checking of school orders, distributing goods received as required.

Additional tasks when required / in the absence of the Office Manager/Receptionist

All staff responsibilities

- Always uphold Milton Road Primary School's Child Protection and Safeguarding Policy.
- Understand and apply Keeping Children Safe in Education guidelines.
- Maintain high professional standards of attendance, punctuality, appearance and conduct and maintain positive, courteous relations with pupils, parents and colleagues.
- Adhere to all school policies and procedures.
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.



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Person Specification

Qualifications and experience

- IT skills with knowledge of relevant software applications including MS Outlook, Excel, Power Point and database skills are essential.
- Strong verbal and written communication skills, with the ability to communicate effectively with a variety of stakeholders.
- Good literacy skills to prepare correspondence and maintain records to a high standard.

Personal qualities

- Excellent organisational and time-management skills.
- Ability to work quickly and accurately with excellent attention to details in order to meet deadlines
- Absolute discretion and the ability to maintain confidentiality at all times.
- Evidence of continual willingness to develop own professional skills.
- Excellent interpersonal and relationship management skills at all levels.
- Ability to work well in a fast-paced, multi-tasking environment.
- Have a proactive approach to work; have personal integrity and the drive to do what is best for the students and the school.

	Essential Criteria	Desirable Criteria
Knowledge & Qualifications	• Good general education • Sound understanding of Microsoft packages	• Educated to GCSE level or equivalent (A-C in English and maths), or NVQ2
Experience	• Experience of working in a busy office environment	• Experience working in a school • Experience in using school databases • Experience in maintaining office systems • Experience of customer service
Skills & Aptitude	• Basic ICT skills • Good Numeracy and Literacy Skills • Able to relate well to children and adults – with a positive and pragmatic style • Good organisational skills • Excellent customer service	
Core Competencies:	• Deals effectively with familiar or commonly occurring queries/enquiries; • Identifies the important results that need to be achieved on a weekly/monthly basis • Promotes good working relationships – is a proactive member of the team • Manages own time effectively • Willing to engage in own professional development	• Is aware of the requirements of the school and identifies appropriate actions for self and team

