

## **JOB DESCRIPTION** **Administration Assistant**

**Immediate Supervisor:** Administration Manager

**Purpose of the 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.
- To be aware of and support differences and to ensure equal opportunities for all.

The Administrative Assistant plays a frontline role in dealing with parents and visitors on a day to day basis. The nature of the work is such that the Administrative Assistant must display tact and discretion at all times and must make decisions when dealing with parents as to the best way to offer support. This role requires multitasking, use of initiative and to be proactive. This could entail setting up a link or further meeting with any of the following:

- The Headteacher
- Assistant Heads of School
- Family Services
- The Class Teacher
- Therapists
- Local Authority contacts; Transport, Admissions Case works etc

The Administration Assistant will be expected to have knowledge and understanding of the work of all the above and use his/her initiative in order to make the decision as to the best link to make.

The postholder will be required to have a general knowledge of administrative procedures, preferably in a school office and be skilled in typing, word processing and computer applications. This should include a working knowledge of Microsoft Office, Microsoft packages including Word and Excel, Arbor, EduSpot including T2P and School Money, Behavior Watch, CPOMS and Inventory.

**Duties will be a combination of the examples listed below. Examples are illustrative and include but need not be limited to:**

**Reception**

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner, and using appropriate IT to try and process those calls.
- 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.

- To maintain the security and safeguarding of the school by controlling access ensuring the completion of relevant procedures (i.e signing in, issuing of identification badges) in accordance with safeguarding protocols.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Supporting with cover and agency staff as and when required at the front desk
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- Setting up events and visitor sign in on Inventory
- During fire alarm/drills running the evacuation report from Inventory
- Regularly monitor and manage the email inboxes related to the admin team

### **Pupil Arbor Data Records**

- Updating pupil information as directed by SLT or Admin Officer/Manager to ensure all records are kept up to date.

### **Pupil Transport**

- Report day to day issues regarding late/missing vehicles and incidents/causes of concern to relevant transport contacts
- Liaise with Borough transport regarding term dates and school closures

### **Pupil Attendance**

- Receive absence calls from parents and record information in Arbor/CPOMS
- Be aware of vulnerable children and report absences to SLT/Attendance Team

### **Pupil Annual End of Year Reports**

- Under the direction of the Administrative Manager/Admin Officer print and distribute all reports to class teachers. Ensure all information being sent out is in line with the schools GDPR policy.

### **Pupil School Photographs**

- Work with AHoS to arrange, book and organise school photographs
- Complete all administrative tasks related to this role including communication to families and class teams

### **Pupil Annual Reviews**

Admin Assistant is responsible for processing the School's Annual Reviews throughout the Academic Year under direction from the Administrative Officer.

Support the whole school Annual Review process by:

- Maintain annual master spreadsheet to track ARs completed and outstanding
- Liaise with SLT re paperwork completions and adherence to timescales, including pupils who fall outside of the whole school timetable e.g. New admissions
- Ensure secure transfer of information via Egress where necessary and on completion of all Annual Reviews to Local Authorities
- Book interpreters for Annual Reviews in agreement with SLT (inc TAC/CIN/LAC meetings)
- Carry out any other administrative tasks that will facilitate the smooth and efficient running of this system, as directed by Administrative Officer.

### **Administering staff special leave process and procedures**

- Process staff absence special leave requests and claims referring to the school policies
- Entering authorized absences to the calendar and cover spreadsheet
- SMI – enter staff attendance data onto termly document
- Ensuring staff Arbor records are kept up to date
- Manage and maintain the schools absence email box, record and respond to staff absence request emails within the schools time frame.
- Maintaining SAS portal with relevant absence requests

### **Financial staff administration**

- Purchase ordering and invoice processing for both general and Pupil Premium orders. Coordinate Pupil Premium orders with the Admin Officer to ensure spending is tracked accurately.
- Ensuring the best value is sought by researching and gaining quotes for orders requested
- Liaising with finance assistant regarding orders and invoices
- Receive deliveries of stock, checking against delivery notes and informing intended recipients of any shortages and damages. Ensure deliveries are distributed accordingly.
- Reconcile Purchase Orders, payments and statements for business card transactions as well as petty cash
- Maintain stocks of stationery and office supplies and oversee stocktaking procedure

### **Other Duties**

- Provide general admin support by answering correspondence, drafting letters, compiling reports, arranging meetings, managing calendars, taking minutes when required
- Respond to emergencies appropriately and inform relevant staff
- Maintain and update the school website
- Provide admin support to Assistant Head Teachers and Phase Leads.
- Fire alarm/drill duties
- Registering pupils for the fruit/veg scheme, managing deliveries and payments

**To carry out any other duties at the request of the Administrative Manager, AHOS and Headteacher that are commensurate with the roles and responsibilities of the post.**