

## Job Description

**Job Title:** Administration Assistant

**Scale:** 3

**Hours:** Term time only – 5 days a week 11.45am-4.30pm

Plus 5 Teacher Training Days

**Responsible to:** Headteacher, Assistant Headteacher, class teacher and Governors

*This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the Green Book. An annual review of this job description will take place as part of the Appraisal Review.*

### Main Purpose of the role:

Under the guidance of senior staff, to provide a comprehensive and secretarial and administrative support service for the Headteacher and / or other members of staff to ensure the efficient day-to-day operation of the school.

To provide some financial support services as necessary.

NB: This post involves the handling and security of highly confidential information.

### Key Responsibilities

- Provide full administrative support to the school including reception, receiving visitors, filing, photocopying, telephone and e-mail enquiries, liaising with parents, maintaining stationery supplies and general office duties; to include assisting in arrangements for meetings, as required and making telephone calls, as required
- Provide a full secretarial service for the Headteacher and staff, including confidential word processing, maintaining schedules and diaries
- Type letters to go out to parents/carers e.g., School trips, Afterschool Clubs etc.
- Act as Management Information System (Arbor) Secretary, raising and maintaining computer-based pupil records, compilation of internal and external reports and returns
- Produce returns as required to external agencies ie termly return, School Census, DfE School Workforce census etc
- Send and receive pupil information electronically, using CTFs and other means, amalgamating into the MIS data base
- Set up end/start of year procedures
- Use the school MIS system to produce complex documents and information ie class lists, medical conditions, emergency contact lists for trips and visits
- Keep computerised staff records
- Maintaining accurate databases
- Liaise with Inclusion Manager to keep all MIS SENCO records up-to-date
- Keep up to date with additional MIS modules to ensure school makes best use of the software,
- Maintain accident records for children and adults, assist with pupil first aid and generally provide welfare duties, looking after sick pupils, liaising with parents and staff, when required

- To liaise with the school attendance officers, record and maintain attendance data and produce reports from school attendance system as required
- To maintain school registers and liaise with parents re: attendance issues
- To communicate with Pupil Admissions when necessary i.e. pupils joining or leaving the school
- To raise and maintain records, reports and returns such as admissions/leavers and teacher assessment data
- To oversee data transfers for pupils moving to or from different schools
- To liaise with parents / carers and deal with requests as appropriate
- Prepare and distribute the academy newsletter and others letters, as required
- Assist with arrangements for visits by school nurse, photographer etc
- Sort and distribute mail; prepare outgoing mail
- To manage the paperwork for DBS checks and provide support to ensure the Single Central Record is up-to-date at all times
- To organise the booking of coaches for all school trips, including swimming
- To manage signing-in procedures for visitors to the school
- To receive goods and services on behalf of the school
- To liaise with the Hot School Dinners Provider
- Use reprographic equipment, utilising the various functions ie reduction/enlargement. Day to day maintenance of said equipment; monitor usage and advise
- Be proactive in finding solutions to ensure most efficient use of reprographic resources.
- Troubleshooting and calling out reprographics engineer when necessary
- Communicating messages by suitable media
- Liaise with Finance Secretary / senior staff
- To assist with aspects of school finance as required
- Greet visitors, requesting visitors sign in, issue badges, guiding them, preparing refreshments, ensuring that image and ethos of the school is accurately reflected, as required
- Take any post and sign for any deliveries, hand out post to relevant staff / Post any outgoing mail/record post going out
- Organise school trips ie booking transport, booking venues negotiating to get best value, as required
- Maintain confidential staff records, including all areas within Arbor personnel data and staff files
- To engage in professional development opportunities
- To assist in maintaining an accurate and up-to-date inventory of all the organisation's resources
- To organise the booking of coaches for all school trips, including swimming
- To assist in arrangements for meetings: organising rooms/furniture as required

#### **Safeguarding and Promoting the Welfare of Pupils:**

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- To follow the Child Protection/ Safeguarding procedures adopted by the academy and DoWMAT
- Keep appropriate records of concerns, as required

**Other Duties and Responsibilities:**

- To contribute to the positive team atmosphere and public image of the school
- To act professionally and with integrity at all times
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment at all times
- To adhere to and maintain school routines and codes of conduct, including confidentiality
- To support the aims and ethos of the school at all times
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities
- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake Health and Safety duties commensurate with the post and / or as detailed in the School Health and Safety Policy

**GENERAL**

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the academy.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- DoWMAT is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the DoWMAT Equality Policy and Code of Conduct. All employees are expected to be committed to these.
- DoWMAT academies are a non-smoking environments

*DoWMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.*

**PRINCIPAL CONTACTS**

Headteacher, class teacher, class teaching assistant, Local Academy Board members, pupils, parents / carers, senior leaders, Academy Finance Assistant, classroom teachers, teaching / support assistants, EWO, clerical assistants, other professional groups, contractors, suppliers, DoWMAT Central Team

**NOTES: The Leadership of the Academy reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all people and is consistent with the DoWMAT Equality Policy.**

Signed (issued by) \_\_\_\_\_ Date \_\_\_\_\_

Signed (received by) \_\_\_\_\_ Date \_\_\_\_\_