

JOB DESCRIPTION

Post Title: Administration Assistant

Grade: Grade 3 Scale point 5-6

Responsible to: Headteacher and School Office Manager

Responsible for: Providing administrative and financial support for the school.

Main Purpose

Under the guidance of the Headteacher and School Office Manager, be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services and managing school systems.

Duties and Responsibilities

1. Administrative Support

- (a) Working within a busy office, being first point of call for dealing with enquiries, visitors and deliveries
- (b) Undertaking general office duties e.g. telephone enquiries, photocopying, scanning, emailing, contacting parents via the school's communication systems and maintaining registers.
- (c) Recording of dinner numbers for the cook on a daily basis and updating information on the meal system (Arbor)
- (g) Liaise between managers/teaching staff and support staff as appropriate
- (h) Analyse and evaluate data/information and produce reports/information/data as required
- (i) Undertake typing and word processing and complex IT based tasks
- (j) Provide personal – administrative and organisational support to teaching staff and Senior Leaders
- (k) Provide administrative and organisational support to the School Office Manager and Headteacher
- (l) Updating and maintaining the school notice board and displays as appropriate
- (m) Preparation of general school letters and the weekly newsletter.
- (n) Update and maintain the school website and other social media platforms used within school for school purposes
- (o) Booking of supply teachers/staff in the event of staff absence under the direction of the School Office Manager/Head Teacher.
- (p) Maintain and record supply staff details on the supply tracker form, including checking ID documentation and recording DBS certificate numbers/issue dates

2. Finance Support

- (a) Assist with the collection and recording of income received on Arbor and any cash handed into school e.g. fundraising days
- (b) Assist with accurately recording, counting and banking of monies collected
- (c) Assist in any other delegated duties as determined by the School Office Manager

3. Attendance/Pupil Support

- (a) Manage and keep up-to-date manual and computerised pupil records using Arbor
- (b) Assisting in the implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems
- (c) Submitting monthly reports/returns including those to outside agencies e.g. DFE, LA
- (d) First point of contact for attendance e.g. dealing with correspondence, compilation/analysis/ reporting on attendance, exclusions etc.
- (e) Responsible for the control of medicines in school and the administration of medicines to pupils in line with the school's policy.
- (f) To oversee the administration of Pupil Records including when appropriate the Assessment Process.
- (g) Maintaining the records of the school pupils, including the updating of pupil premium records, free school meals, SEN.
- (h) Update the Early Years tracker and provide up to date support and information to the School Office Manger on all EEF pupils.
- (i) Submission of test outcomes using MIS, responsible for keeping Arbor up-to-date on a daily basis.
- (j) Preparation and submission of the school census and CTF files.

4. Resources

- (a) Monitor and manage stock throughout school, cataloguing resources and undertaking audits as required
- (b) Prepare, record and monitor various inventories throughout school
- (c) Ensure there are adequate stocks of uniform, and assist with the management of stock for fruit and milk within the school
- (d) Receiving deliveries and distributing throughout school as appropriate

5. Responsibilities

- (a) Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- (b) Be aware of and support difference and ensure equal opportunities for all
- (c) Contribute to the overall ethos/work/aims of the school
- (d) Establish constructive relationships and communicate with other agencies/professionals
- (e) Attend and participate in regular meetings as appropriate
- (f) Participate in training and other learning activities and performance development as required
- (g) Recognise own strengths and areas of expertise and use these to advise and support others

6. Experience

- (a) At least two years experience of working within a busy office environment
- (b) A knowledge and proven ability to use Microsoft Office, communicate information in a clear and logical manner, and the ability to meet deadlines whilst maintaining attention to detail and accuracy

7. Qualification/Training

- (a) At least 2 years administration experience within an educational setting
- (b) G.C.S.E Grade C or above in Maths and English or equivalent qualification

8. Knowledge/Skills

- (a) Effective use of ICT within Microsoft Windows packages
- (b) Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- (c) Ability to relate well to children and adults
- (d) Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- (e) Ability to self-evaluate learning needs and actively seek learning opportunities
- (f) Be able to prioritise own workload and work with minimal supervision
- (g) Working knowledge of the Arbor package is desirable, although training will be given to the successful candidate
- (h) A first aid qualification is desirable, although training will be given to the successful candidate