

## Job Description: Administration Assistant

Responsible to:	Headteacher / Senior Staff / School Administrator
Job Type:	Permanent
Grade:	4
Hours per week:	37
Working weeks:	38
Location	Wantage CE Primary School

**Context:** Under the direction of the Headteacher and Senior Staff provide routine general clerical, administrative, financial support to the school.

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by school nurse, photographer etc.
- Assist with arrangements for breakfast club, after school care and external club providers
- Assist with the arrangements for school trips and events.
- Provide lunchtime cover supervising pupils in the dining hall, playground areas and school premises.

### Administration

- Provide routine clerical / administration support e.g. photocopying, filing, complete routine forms. Respond to routine correspondence.
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Assist with the production of newsletters etc.
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

### Resources

- Operate relevant equipment / IT packages (e.g. word, excel, databases, Internet)
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner, trip money

### 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

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> General clerical/administrative work.	E
<b>Qualifications &amp; Training</b> NVQ 1 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
<b>Knowledge &amp; Skills</b> Appropriate knowledge of first aid Effective use of ICT packages Good keyboard/computer skills Participate in development and training opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	D E E E E E

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