

Cann Hall Primary School

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**Executive Head
Headteacher** Ross Silcock
Wendy Byrne



JOB DESCRIPTION

Post: Full time - Administration Assistant – 37 hours per week

Reporting to: Office Lead and Headteacher

Salary scale: Scale 3, points 5-6

Purpose of job

The Administration Assistant is responsible to the Office Lead and will support the work of the school by assisting with administration, keeping the office areas tidy and organised and ensuring pleasant, well-resourced working conditions for all staff and children.

Hours

The Administration Assistant with responsibility for resources shall work 37 hours per week (term time only - 38 weeks per year plus 5 non-pupil days (39 weeks in total)).

Hours - Mon – Thurs 8.15-4.15pm and Fri 8.15-3.45pm

Job Description

- To staff the school reception area at all times, particularly at the beginning and end of the day.
- To act as the first point of contact for visitors, provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner. This includes ensuring secure sign in, following safeguarding procedures, and hospitality.
- To act as the first point of contact for phone/email enquiries. To answer the telephone and emails in a friendly, professional and efficient manner, and record and share messages as appropriate.
- Communicate clearly, respectfully and professionally with pupils, parents, colleagues and other stakeholders.
- To provide general administrative duties to the school office, photocopying, collation of packs, school reports and parent packs.
- To maintain pupil records including any filing systems and pupil data via BromCom.
- Assist in processing and administration of pupil admissions.
- Ensure all information is treated confidentially and always use absolute discretion.
- Use of IT hardware and relevant software packages efficiently and effectively to access, manage, retrieve and share the various types of information relevant to the role.
- Maintain filing systems, both paper and electronic, efficiently and in accordance with current and evolving systems and processes.
- Be willing to cover the urgent and priority work of any absent colleagues to ensure that the work of the admin team is not disrupted.

- To review registers and follow up absent pupils as required and produce meal registers.
- To assist with the smooth running of and communication to the office and ensure that they are aware of areas or items which need attention, missing stock or phone messages etc.
- Assisting with office emails and communications to parents via BromCom.
- Assist with arranging extra-curricular activities.
- To produce reports, letters and other relevant documents, using appropriate software, as required.
- To assist with the ordering, control and distribution of office resources
- Sign for and check deliveries.
- To help class teachers produce labels for books.
- Liaise with teaching staff and the Headteacher on general welfare and behaviour matters as appropriate in accordance with school disciplinary procedures.
- To act as a First Aider and administer medication, following school policies and procedures.
- To organise duties such as School photographer/Christmas calendar/Charity collections/Visitors/Walk to School activities and external school trips or events.
- Use feedback and personal reflection to improve own working practices.
- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy and take responsibility to communicate any issues.
- To understand the importance of safeguarding and to act on any safeguarding issues in accordance with school procedures.
- To understand the importance of GDPR in accordance with school procedures.
- To undertake any other reasonable duties commensurate with the grade of this post as determined by the Office Lead and/or Headteacher.
- This is not an exhaustive list of duties and is subject to amendment, in collaboration with the postholder.

PERSON SPECIFICATION

Post: Administration Assistant

Reporting to: Office Lead and Headteacher

Key skills and qualities: Essential:

- Good level of general education.
- Have experience and knowledge of ICT packages (MS Office applications).
- Experience of working within an administrative role.
- Experience of working with the public/customer facing role.
- A good level of spelling, grammar and punctuation, and have excellent written and spoken English.
- The ability to work as a member of a team, with excellent communication skills and good interpersonal skills.
- Be capable of multi-tasking and working under pressure.
- The ability to work with set procedures and have an understanding of GDPR and the ability to always maintain confidentiality.

- Ability to produce written communication e.g. draft routine letters, rotas, leaflets, messages to parents.
- The ability to input/extract electronic data as directed.
- Ability to maintain routine filing systems (manual and electronic).
- Ability to work on your own initiative and as part of a team.
- A commitment to implementing the school's Equal Opportunities, Safeguarding, GDPR and Health & Safety Policies.
- A willingness to attend training and staff development opportunities as required.

Desirable:

- Experience of using Bromcom software.
- Good numerical skills to record routine statistical information accurately.
- Experience of maintaining stock/resources.
- An experienced first aider.
- Experience of working within a school office, or similar.