

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT (SUPPORT SERVICES)

Job Title:	School Support Services Administration Assistant
Terms and Conditions	Term Time Annual leave – Holidays may only be taken during school holidays
Hours:	34.33 a week
Location:	St Oswald's Worlestone
Salary:	£25,167.80 to £26,378.69 Full Time Equivalent
Reports to:	Head Teacher
Supervisory responsibility	NA

JOB SUMMARY

Across the school

- To support the ethos and tone of a welcoming Christian school.
- To support the work of the school office under the direction of the Headteacher & Operations Lead.
- To provide administrative support to school for volunteers, enrichment, educational visits and online services.

PRINCIPAL ACCOUNTABILITIES

Across the school provide administrative support to the Office Manager and Headteacher with particular reference to:

1. Provide 'Front of House' assistance to parents, community and professionals
2. Provide administration for online services (Website, parents evening booking, online forms)
3. Provide administration for registration and attendance.
4. Provide administration for all enrichment clubs and providers
5. Provide administration for music provision
6. Provide administration for educational trips and visits

JOB CONTENT / KEY DUTIES

Main duties and responsibilities are indicated here. Other duties of and appropriate level and nature will also be required:

1. **Provide positive 'Front of House' experience for parents, community and professionals** by
 - a. Professional, positive welcome provided in person and by telephone to all visitors and parents.

- b. receiving visitors to the school, arranging for the provision of refreshments as required.
- c. Support the display and maintenance of appropriate material, leaflets, posters in the front entrance for visitors, parents and contractors.
- d. Provide administrative support for new school starters and in year admissions including ordering of uniforms
- e. Support the display and maintain appropriate material in the three permanent noticeboards and temporary signs.
- f. Support the Office Manager in electronic communication with parents and community incl. emails and website updates and the weekly newsletter.

2. Provide administration for online services

- a. Support the administration of the Compass by completing daily registers and absence reports.
- b. Support the administration of the school's website
- c. Support the administration of the Parents Evening Booking System
- d. Support the administration of School money for school meals organising refunds, credits and chasing debts
- e. Update the school online calendar

3. Provide administration for registration and attendance

- a. Collate and record daily attendance marks.
- b. Liaise with parents when children are absent from school and record absence codes.
- c. Identify poor attendance and share information with senior leaders.

4. Provide administration for all enrichment and clubs

- a. On behalf of the headteacher, correspond with providers, make arrangements and timetables as directed.
- b. Book rooms and spaces to be used by providers.
- c. Collate registers and track payments and finances.
- d. Liaise with parents and carers regarding bookings, attendance at clubs and payments,

5. Provide administration for music provision

- a. On behalf of the headteacher, correspond with professionals, make arrangements and bookings as directed.

- b. Liaise with providers to provide administration support for concerts and events.
- c. Ensure musical instruments are coded and allocated to individual children. Maintain this register.

6. **Provide administration for educational trips and visits**

- a. On behalf of the teachers, correspond with venues and transport companies, make arrangements and bookings as directed.
- b. Provide administration duties for filing and collecting risk assessments.
- c. Provide communications to parents/carers in relation to trips and visits permissions and monies collection.

Undertake any other role, as requested by the Headteacher or line manager, commensurate with this role and grade.

ADMINISTRATIVE ASSISTANT SELECTION CRITERIA (SUPPORT SERVICES)

Job Title:	Office Services Administration Assistant
Terms and Conditions	Term Time Annual leave – Holidays may only be taken during school holidays
Hours:	
Location:	Stretton St Matthews Primary School
Salary:	Grade 3
JE Reference:	TBC
Reports to:	Head Teacher
Supervisory responsibility	The postholder may be responsible for the deployment and supervision of the work of others relevant to their responsibilities Detail below:

ATTRIBUTES	ESSENTIAL / DESIRABLE	INFORMATION FROM Application Form (AF, Interview (I), Reference (R))
Qualifications		
GCSE Mathematics & English Grade C/4 or above (or equivalent)	E	AF
Other Relevant qualifications.	D	AF
Experience & Knowledge		
Experience of administration in a similar environment e.g. school	D	AF, I, R
Experience of local authority recruitment and selection procedures.	D	AF, I, R
Experience of school IT admin systems incl. Capita SIMS	D	AF, R
Knowledge and experience Microsoft Office, Word, Excel & Outlook	E	AF, I, R
Skills & Ability		
Ability to communicate verbally and in written form effectively and, when required, confidentially with persons at all levels.	E	AF, I, R
Ability to work pro-actively to achieve efficiency and effectiveness	E	AF, I, R
Ability to organise one's own tasks and time with minimum supervision.	E	AF, R
Ability to work with tact, sensitivity and confidence.	E	AF, R
Ability to work collaboratively and independently	E	AF, I, R
Ability to work on own initiative	E	AF, R
Ability to maintain a positive and happy office environment	E	AF, I, R
Ability to work in a way that supports the school's Christian ethos	E	AF, I, R
Commitment to continuing professional development.	E	AF, I, R