

## Administration Assistant

### Job purpose including main duties and responsibilities

#### Main objectives of the post

- To provide a reception service for all callers to the school.
- To provide general administrative support.
- Specific responsibilities include creation and maintenance of accurate and confidential records.

#### Main duties and responsibilities

1. Provide a reception service including answering and dealing with telephone enquiries, taking and acting on messages, maintaining the visitors book, issuing and retrieving passes, dealing with correspondence.
2. Undertake the administration of Parentpay.
3. Provide clerical support to other members of staff.
4. Maintain the school website.
5. Assist colleagues responsible for the administration and completion of admissions registers, recording late arrivals, pupil records, admissions and withdrawals, DfE returns.
6. Deal with pupil injuries and illnesses and liaise with parents and teachers.
7. Undertake fire warden duties.
8. Type letters and newsletters as required including sending parent mails.
9. Care for children who are unwell, act as a qualified first aider, liaise with parents.
10. Promote safeguarding and the welfare of all pupils within the school.

## Personal Specification

Qualifications and training	Criteria
Good standard of education, preferably to level 3 together with good numeracy and literacy skills.	E

Experience	
2 years experience in a school or educational environment	D

Skills and Knowledge	
Working knowledge of computerised systems	E
Working knowledge of Excel and Word	E
Good typing skills	E
Ability to communicate effectively both orally and in writing across a wide range of audiences	E
Ability to complete work to a required standard of accuracy and presentation	E

Personal Attributes	
Committed to safeguarding and promoting the welfare of children and young people	E
The ability to work with initiative and to tight deadlines	E
Show resilience under pressure	E
Have good organisational skills	E
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy.	E
To be willing to undertake further professional development	E

Special Requirements	E/D
Be able and willing to work outside normal hours in order to meet the demands of the role	E
Suitability to work with children	E
Enhanced DBS Check	E

### KEY

E/D Essential or Desirable