

Administration Assistant

Job purpose including main duties and responsibilities

Main objectives of the post

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

Main duties and responsibilities

- Provide a reception service including answering and dealing with telephone enquiries, taking and acting on messages. Greeting visitors to the school, checking that all visitors have the appropriate checks and ID before issuing lanyards and allowing access to the site. Maintaining the 'Inventry' visitor system. Opening of post and dealing with correspondence. Checking and actioning school admin, wraparound and own email accounts regularly throughout the day, dealing with correspondence and general admin.
- Undertake the administration of Parentpay, including the sending out of all communications.
- Clerical duties, including but not limited to, allocation of stationery, certificates for 'Red Hill Star Awards' and to assist in the organisation of trips, chasing of outstanding parental consent and payments.
- Compose, type and proof-read letters and newsletters.
- Provide clerical support to other members of staff.
- Maintain the school website
- Maintain school diary including the parent calendar
- Assist colleagues responsible for attendance and admissions recording late arrivals, pupils attending boosters, updating of pupil records on the School MIS (SIMS) and the organisation of school tours and parents' evenings.
- To be responsible for medical records and medicine administration, including taking in of medicine, completing paperwork and informing teachers, second person to administer medicine, organising NHS nurse visits, overseeing of the medical tracker system and to send out notifications to parents.
- The organisation of clubs and music teachers, including producing timetables, liaison with club organisers, parents and teachers.
- Undertake fire warden duties, including the writing up of the fire drill report
- 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