



## BANNOCKBURN Primary School

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| <b>Job Title:</b>   | Administrative Assistant     |
| <b>Grade Range:</b> | Scale 3                      |
| <b>Reports to:</b>  | Office Manager / Headteacher |

### **Purpose of the Job**

Under the instruction and guidance of your line manager and senior staff provide general administrative and financial support to the school. To act as the focal point for communication at the reception desk, to receive visitors and answer telephone calls and be able to demonstrate a commitment to the school's customer care ethos.

### **Main duties**

- 1 Undertaking reception duties, answering general telephone and face to face enquiries and signing in visitors. Provide general advice and guidance to staff, pupils and others.
- 2 May be required to work on either site (High Street or Manor Way)
- 3 Customer service is a priority ensuring that communication with visitors and stakeholders is respectful and consistent
- 4 A team approach to front facing duties – all staff are responsible for greeting members of the school community (children, parents, visitors, colleagues).
- 5 Provide clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence. Sort and distribute mail and undertake general financial administration.
- 6 Maintain manual, computerised records and operate relevant ICT packages (e.g. word, excel, databases, spreadsheets, internet) and collate pupil reports. Produce lists and reports as required, undertaking typing, word-processing and other IT based tasks.
- 7 Timely, accurate and factual uploading of records for the purposes of first aid and safeguarding and keeping records updated on all databases that the school uses
- 8 Maintain stock and supplies, cataloguing and distributing as required. Operate uniform, book bags and PE sales within the school. Collect money, if and when needed.
- 9 Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents and staff etc.

- 10 Assist in arrangements for school trips and events.
- 11 Participate in training and other learning activities, including first aid and performance development as required. Contribute to the overall ethos and aims of the school.
- 12 To be aware of responsibilities under GDPR for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- 13 To have a full understanding of and support the Trust's Equal Opportunities policies. Treat all information acquired through your employment, both formally and informally, in strict confidence.
- 14 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to an appropriate person.
- 15 In discharging the duties of the post to have due regard to the provision of the Health & Safety at Work legislation.
- 16 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the LA and school.
- 17 PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All shortlisted candidates will be subject to an online profile and social media check in line with Keeping Children Safe in Education (KCSIE) 2024.
- 18 Days of work in holidays (if relevant) will be determined by the Head Teacher/Business Manager.
- 19 Assisting with any other duties of a similar level of responsibility as required by the Head Teacher and line manager.

Date:

Signature of Post-holder:

Note: This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.