



## Person Specification

### Airedale Infant Academy

### Senior Administrative Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade C/4+, or equivalent, in Maths and English.</li> <li>A good general level of education.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in administration or a related discipline.</li> <li>Level 4 School Business Professional.</li> <li>Level 3 First Aid at work or a willingness to obtain this.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in administrative and office procedures and operation of administrative systems.</li> <li>Experience of using a wide range of office equipment and common ICT software packages such as Word and Excel.</li> <li>Experience of marketing and promotion on social media platforms.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of dealing with first aid emergencies.</li> <li>Experience of working in schools or other public service sectors.</li> <li>Experience of maintaining websites.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Familiarity with aspects of financial and administration procedures and protocols.</li> <li>Effective use of ICT and other specialist equipment.</li> <li>Strong ICT, numeracy &amp; literacy</li> <li>Strong knowledge of social media platforms.</li> <li>Awareness of data protection</li> <li>Understanding of how online presence can impact on a school's reputation.</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with academy finance procedures and protocols.</li> <li>Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation.</li> <li>Knowledge of first aid procedures.</li> </ul>
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>Ability to work unsupervised and to tight deadlines.</li> <li>Attention to detail.</li> <li>Understanding of the need for confidentiality.</li> <li>Ability to relate well to children and adults.</li> <li>Resilient.</li> <li>Work constructively as part of a team, understanding school roles and responsibilities, and their own position within these.</li> </ul>	<ul style="list-style-type: none"> <li>Able to demonstrate practical skills in dealing with day to day changes in the work environment.</li> <li>Able to work under pressure.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to identify own training and development needs and work to address these.</li><li>• Flexible and willing to undertake a wide variety of duties within the scope of the role.</li><li>• Enthusiastic, flexible and a good sense of humour.</li><li>• Positive, courteous and well presented.</li></ul>	
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## Job Description Senior Administrative Assistant

<b>RESPONSIBLE TO</b>	<b>School Business Manager</b>
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### **PURPOSE OF THE POST**

- Undertake reception duties, on main reception, answering the telephone and face to face enquiries.
- Signing in visitors, including monitoring the security camera for external visitors, deliveries and students leaving and returning to site.
- Assist with pupil welfare i.e. liaising with parents/carers/staff, etc.
- Day to day operation of the Academy's financial procedures.
- Undertaking general school administrative duties.
- Maintaining the Academy's website and social media platforms.
- Supporting the planning, development and monitoring of support services within the school.
- Liaising with Headteachers, Senior Leadership Team, teachers, non-teaching staff, pupils, parents/carers, School Business Manager, Trust staff, local authority representatives, external agencies, partner schools, visitors and suppliers.

### **MAIN AREAS OF RESPONSIBILITY**

#### **FINANCE**

- Responsible for checking and accurately entering purchase orders and invoices onto the finance system.
- Support the Business Manager to monitor budgeted income and expenditure for income generating areas of the academy.
- Support the Business Manager with applying for grants and funding (where necessary).
- Monitor and report on all Service Level Agreements to the Business Manager
- Oversee the operation of petty cash.
- Oversee the collection, recording and banking of cash in relation to school activities such as trips, dinners and uniform.
- Maintain appropriate financial records and comply with financial procedures as directed by the Trust.
- Responsible for monitoring, maintaining and reconciling the academy online payment system for school lunches on a weekly and annual basis.
- Assist with the collation and submission of monthly staff overtime and expenses sheets for approval by the School Business Manager.
- Assist with the financial arrangements for school trips, events etc.
- Support the School Business Manager in ensuring that all money due to the school is accounted for and collected, and that outstanding debts are pursued in accordance with agreed protocols.

#### **ADMINISTRATION**

- Provide effective, timely general administrative support, e.g. photocopying, filing, and responding to routine and more complex correspondence, ensuring priorities and deadlines are met.



- Undertake complex reception duties, dealing with telephone and face to face enquiries, resolving queries and signing in visitors.
- Provide a warm welcome for parents/carers, visitors and colleagues and deal with their requests in an efficient and professional manner.
- Maintain manual and computerised records/management information systems as directed.
- Contribute to the completion and submission of documents, forms, returns etc., including those required by the Trust or outside agencies such as DfE.
- Produce letters and other correspondence as necessary.
- Take notes at meetings.
- Maintain and collate pupil records.
- Ensure messages are passed to the appropriate member of staff or parents in a timely manner.
- Undertake word processing and other IT based tasks.
- Organise and place stock orders within an agreed budget and undertake audits as required.
- Act as a designated First Aider within the school, monitoring First Aid supplies and notifying the Lead First Aider when these need replenishing.
- Contribute to the development, organisation and monitoring of support services, systems/procedures.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Operate relevant equipment/ICT packages.
- Undertake research as required and obtain information to inform decisions.

#### **MARKETING AND PROMOTION**

- Assist with marketing and promotion of the school, including production of newsletters and other documentation.
- Take responsibility for maintaining and updating the school's website and social media accounts.

#### **ADDITIONAL DUTIES**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.
- Supervise, train and develop staff as appropriate, based on role and areas of expertise.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school and wider Trust.
- Attend and participate in regular line management meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and using these to advise and support others.
- Establish constructive relationships and communicate with other agencies/professionals.
- Other duties commensurate with the grade of the post as directed by the Headteacher/line manager.



Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.