

Administration Assistant



Purpose of Post

- To provide routine clerical, administrative and financial support at the school to underpin teaching, learning and the school management

Main duties and responsibilities

- Perform reception and telephone duties to provide courteous advice, information and help to staff, parents and the general public.
- Provide routine secretarial services e.g. confidential typing, arrange diary, providing refreshments, prepare routine draft agendas and take minutes to support effective management and decision making.
- Undertake document and report preparation, storage format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication, including daily cover and school report processing.
- Assist in the processing of orders/invoices and finance data for completion of returns. Resolve routine issues that arise to ensure that the stock levels are maintained and non-routine items are procured.
- Prepare and process routine information and transactions, undertake cash collection duties and maintain appropriate records to ensure all cash is accounted for and routine anomalies are resolved.
- Develop simple manual and electronic indexes, filing and information storage and retrieval systems to record, process and report information.
- Process late attendance of pupils and communication of routine medical appointments.
- Collates routine information for reviews from a number of sources, within the school and from outside the school to a specific deadline.
- Provide basic administrative support to school committees and support groups.
- Assist with checking and compiling reports, returns and inventory to comply with statutory requirements related to staff attendance and remuneration, sites and buildings and pupils related issues.
- Photocopy and assemble routine documents and perform basic photocopier maintenance.
- Receive and process incoming and outgoing mail using both Microsoft Office and School Information Management Systems (SIMS)
- monitor children's and young people's general conduct and behaviour throughout the school and intervene to resolve routine to ensure the safety and wellbeing of pupils, staff and visitors. For serious incidents engage immediate assistance from senior colleagues.
- Assist in the familiarisation of work duties to other colleagues
- Deliver first aid as required for students, staff and visitors to the site and record on the accident reporting system

Job Description: Administration Assistant

Contract Type: Permanent

Salary: Scale 2, point 4 £26,016 (FTE) £20,955 Actual

Hours: 35 hours per week Term Time, Plus 5 days

Reports to: SLT/Academy Principal

Location: Woodlands Primary Academy, Grimsby

General

- Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

GDPR

- The post holder is required to comply with GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Administration Assistant

Specification

Essential

Desirable

Qualifications & Training	• 4 GCSEs, including English and Mathematics or equivalent qualification	• GCSE ICT grade C or equivalent qualification • First Aid Certification
Knowledge & Skills	• An understanding of school administrative processes. • Knowledge and Use of MS Office and Google suites • Experiance of a range of IT applications e.g. spreadsheets and graphs to create reports and documents	• Experience in a similar role within a school environment
Professional knowledge & understanding	• Ability to use full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports. • Ability to balance and record cash transactions and an awareness of the related financial processes	• Knowledge of safeguarding and the Ofsted framework • Knowledge of relevant policies, codes of practice and awareness of relevant legislation within an educational setting
Skills	• Ability to produce and amend complex word-processed documents • Ability to process orders and resolve routine issues that arise • Developed keyboard and IT skills • Good literacy and numeracy skills	
Personal Attributes	• Use tact and courtesy with staff, pupils and visitors to the school • Ability to work as part of a team • Good communication and interpersonal skills with a broad range of people • Ability to have a flexible approach to work to meet changing deadlines • Committed to the DANCE values	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.
We passionately believe that every child should receive the very best education that prepares them fully for the future