



# INSPIRE

Connected Communities Trust

## **SCHOOL ADMINISTRATION ASSISTANT** (for Aegir & St Lawrence)

**REPORTS TO:** Headteacher

**GRADE:** G3

### **PURPOSE OF JOB**

- To provide efficient and effective administration support to the wider school team
- To be involved with, and responsible for, areas such as student census, admin support for minibus servicing and maintenance schedules, end of year student report processes, Education Health & Care Plan (EHCP) review administration, student data reporting, along with other areas of administration support

### **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

- Supporting with the administration processes relating to EHCP
- Supporting the school leadership team with student data, MIS systems, and all related processes
- Assist with the annual curriculum reports process by liaising with staff, proof reading, attaching relevant attendance and progress documents. Forwarding copies to parents and other relevant outside agencies involved with students.
- Entry and upkeep of information for students, both electronically and manually
- Produce and analyse attendance data, reporting to the school leadership team (SLT) as required
- Communicate attendance information both verbally and electronically to appropriate agencies
- Ensuring all necessary permissions have been received from parents / carers and disseminating that information to classes
- Completing all necessary returns in respect of student data via the MIS software and any manual returns to outside agencies, including the School Census
- Liaise with parents / carers and outside professional agencies by letter, email and verbally
- Communicate with parents & carers using school systems
- Undertake general clerical / administrative duties which among others include providing support for our reception service, responding to emails, reprographics, receiving and processing orders
- Assist in fundraising events by sourcing donations from outside organisations making necessary Gaming Act returns
- Provide excellent customer service, deal with people sensitively and professionally and observe confidentiality at all times
- Provide hospitality for visitors and meetings taking place in school, as and when required
- Preparation, and monitoring of, school vehicle service and maintenance schedules
- To support the coordination of the Annual Review process by preparing and maintaining the review calendar in line with statutory timeframes, and issuing invitations to parents, carers and professionals.
- To input and maintain accurate information on the EHCP Hub, including recording parent and pupil comments where required.

- To monitor the progress of reviews through the EHCP Hub, following up on outstanding actions to support timely completion.
- Produce and distribute the school newsletter, including requesting information from staff both verbally and by email
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## MANAGEMENT OF PEOPLE

### SUPERVISION OF PEOPLE

No formal management or supervision required

**CREATIVITY & INNOVATION** *(what innovative & imaginative responses to issues are required to resolve problems?)*

Work generally within set procedures and guidelines requiring occasional creative solutions to routine problems.

### CONTACTS & RELATIONSHIPS

Daily contact with staff and students. Regular contact with members of the public and external agencies.

**DECISIONS** *(a requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions)*

**a) Discretion** – the post holder has the following discretions:

Work is carried out within clearly defined policies and procedures and advice can be sought from Line Manager.

**b) Consequences** – the consequences of the post holder's decisions can be anticipated to impact on the following:

Impact likely to remain local and any errors would be quickly identified and remedied.

**RESOURCES** *(the post holder is personally accountable / responsible for the following:)*

The postholder may be required to handle cash in line with the Trust's finance policy.

The postholder may also handle lost property.

### WORK ENVIRONMENT

**a) Work Demands** *(impact of deadlines and changing and conflicting priorities)*

Work is subject to frequent interruptions due to being based in busy main school offices. This is part of the role and therefore does not cause any significant change to the overall tasks to be carried out.

**b) Physical Demands** *(continuing physical effort, bending, lifting, pushing etc.)*

General office work which may involve long periods working at the computer.

**c) Working Conditions** *(exposure to disagreeable or unpleasant conditions)*

General office environment.

**d) Work Context** *(potential risk to safety & well-being, including abuse and aggression)*

Potential risk of verbal / physical abuse whilst undertaking front line work

**KNOWLEDGE AND SKILLS** *(required to be fully competent in the post)*

A minimum of one years' experience in a similar role

ICT literate

Keyboard skills

Desirable – First Aid qualification

**GENERAL**

**Other Duties**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Relevant NVQ3 qualification, i.e., Business Admin / Customer Service</li> <li>• Good communication skills, both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE qualification in maths and English</li> <li>• First Aid qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy admin / office role</li> <li>• Experience of a wide range of administration tasks</li> </ul>	
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working with school data IT systems such as Arbor, Integris etc.</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills including Microsoft Word, Excel, email and database programmes</li> <li>• The ability to deal with regular interruptions</li> <li>• The ability to prioritise workload in a busy environment</li> <li>• Able to develop appropriate relationships with parents, staff and students</li> <li>• Excellent telephone manner</li> <li>• The ability to work as part of a team</li> <li>• The ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Good problem solver</li> <li>• Able to work under pressure</li> </ul>
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Punctual</li> <li>• Approachable, professional and empathetic</li> <li>• Organised and resourceful</li> <li>• Smart appearance</li> <li>• Creative and enthusiastic</li> <li>• Ability to use initiative and apply sound decision-making skills whilst understanding that some matters must be referred to others</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development</li> </ul>
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Will be required to undergo an enhanced disclosure and barring check</li> </ul>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Two references will be required, one of which should be latest employer</li> <li>• Disclosure by association check</li> </ul>	

**Examples of evidence that could be provided in support of the Personal Learning Journey:**

- **Feedback from service users in this front facing role – staff, parents, professionals**
- **Safeguarding knowledge**
- **Evidence of efficiency in role and systems implemented**
- **Evidence of training, how that has been implemented and the impact it has had**

**(this list is not exhaustive and is to give examples only)**

**I confirm that I have received a copy of this job description and person specification:**

**Signed .....**

**Name .....**

**Date .....**