

## Job Description

### School Administration Assistant GM2/A

Job Details	
<b>Grade</b>	
<b>Job Evaluation Number</b>	
<b>Directorate</b>	Children & Families
<b>Division</b>	Schools

#### 1.0 Portfolio Responsibilities

This job provides effective secretarial and administrative support to the Headteacher, staff and the wider school community. It manages reception duties, communications, post, telephone enquiries and maintains accurate manual and computerised records and data. The job supports school events, meetings and examinations whilst organising resources and completing confidential administrative work as directed.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

##### Administration - General

- Providing effective secretarial and administrative support to the Headteacher and other staff.
- Providing support in the School Reception as required by operational needs.
- Organising and distributing incoming and outgoing post throughout the school community.
- Receiving, responding to and relaying promptly any telephone or other messages received.
- Administering the school's email inbox, meeting expected response times and forwarding emails appropriately as necessary.
- Supporting the production and distribution of online and offline communications to pupils, parents and carers, staff, visitors and Governors.
- Dealing with deliveries, meetings and arrangements with visitors and trades people as required.
- Assisting staff and pupils with the information and support they need for daily operations.
- Providing general non-teaching assistance including reprographics and displays throughout the school environment.

- Updating manual and computerised records and information systems to maintain accurate data.
- Entering and checking data and producing basic reports for school management purposes.
- Supporting administration and organisation of events and meetings such as staff briefings, meetings, parent and carer events, examinations.
- Maintaining and organising office and administration consumables and resources for operational requirements.
- Completing confidential administrative work as directed, such as preparation of confidential reports or references for staff.
- Providing administrative support for one or more of school meals, uniform and equipment supplies, trips, visits and events, specific areas of school business as identified by the Headteacher.

### Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

### Person Specification

#### Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications		Hold GCSEs or equivalent in English and Maths at grade C/4 or above
Experience		Have experience of managing a range of administrative tasks
Skills		Be proficient in using Microsoft Office applications and management information systems.
Skills		Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills		Have excellent written and verbal communication skills for engaging with diverse stakeholders.
Skills		Have good attention to detail and accuracy in data entry and record keeping.

Skills		Be able to operate standard office equipment including reprographics
Other		Have a flexible and adaptable approach to supporting varied school operational needs.
Competency		Be able to both work independently and work well as part of a team
Competency		Be skilled in maintaining accurate records and managing manual and computerised filing systems.
Competency		Be skilled in managing telephone systems and handling multiple enquiries simultaneously.
Competency		Be capable of providing effective administrative support to senior staff.
Competency		Be able to prioritise workload and manage competing deadlines with minimal supervision
Knowledge		Demonstrate understanding of data protection principles and confidentiality requirements in schools.
Knowledge		Understand safeguarding procedures and visitor management protocols in educational settings.
Training		Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

### Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child

abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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