

St Nicholas School



Job Description

Job Title: **Administration Assistant**

Responsible To: The Headteacher

Duties:

The conditions of Service of Employees holding this job description are those of the National Joint Council for Local Authorities (Administrative, Professional, Technical and Clerical Services) conditions of service.

Support for the Business Administrator

1. To offer support as necessary for the following areas and communicate all actions in full to the Business Administrator:

Petty Cash Operation including Reconciliation.

Daily Collection Record Operation.

Administration of School Meal Service relating to cash collection, & other documentation including letters to parents

Administration of Free School Meals which includes reporting daily and weekly figures, administering voucher entitlements for holiday periods, when available.

Banking as required.

Supporting the Online Payment System for Parents/Carers.

Support for Ordering of General Stock & organisation of storage.

Checking in Deliveries.

2. Support for School Office Manager
To operate the following areas efficiently:

Reception duties as needed.

Answering the School Phone System & providing an effective & efficient message service.

To provide various clerical support as required including filing, word processing & mail.

Providing refreshments for visitors

3. Annual Reviews of Education, Health & Care Plans:
To provide administrative support for Annual Reviews to include; planning, liaison with parents/ school staff/ external agencies; collation of information required for the review; ensuring the completed review is received by appropriate personnel once approved by the Headteacher and managing the Local Authority electronic Hub system for EHCPs.
4. Staff Training and Development:
To provide administrative support for the administration of Staff Training and Development by booking courses, liaising with trainers, maintaining calendars and organising resources for training sessions.

The post holder will be expected to have high level secretarial skills and personal presentation, to maintain absolute confidentiality and discretion appropriate when working with the Head, and to have a calm and ordered, but flexible, approach to the work situation.

These duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> ➤ Demonstrably competent in English, maths and ICT ➤ First aid
Experience	<ul style="list-style-type: none"> ➤ Working in an office environment, preferably a school ➤ Working well within a team ➤ Knowledge and understanding of clerical/administrative/financial and organisational systems ➤ Working in accordance with GDPR regulations
Skills and knowledge	<ul style="list-style-type: none"> ➤ Excellent attention to detail ➤ Excellent literacy/numeracy skills ➤ Competent use of IT packages including word processing, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Demonstrates tolerance, patience and understanding of a range of needs of students and families ➤ An excellent listener ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively