## JOHN BURNS PRIMARY SCHOOL

## JOB DESCRIPTION

**Post Title:** Administrative Assistant (Reception, Admin/Finance and Publicity)

**Postholder:**

**Main purpose of job:** To provide support for senior staff in relation to pupils, administration, finance, publicity and hospitality.

**Responsible to:** Administration Assistant

**Grade:** Scale 4 CPS 18-21

**Hours:** 36 hours per week, term time only (39 weeks per year)

* TTO  
    
  An allowance is made in the T.T.O. formula (notional pay and hours calculation) for annual leave and bank holidays. The entitlement for this calculation is:
* 22 + 2 statutory days per year + 1 concessionary day (-5 years service)
* 26 + 2 statutory days per year + 1 concessionery day (+5 years service)
* Plus 8 bank holidays

As an allowance has been made for annual leave in the calculation of the salary, there is no entitlement to take annual leave.

**Main Activities and Responsibilities**

**Administration Support**

* To provide reception duties, dealing with personal and telephone enquiries and taking action on own initiative as necessary
* Prepare timetables and registers for after school clubs, send out letters and collect fees for clubs and prepare for banking
* Organise hospitality for school events and INSET days
* Assist with the pupils termly census
* Update school’s welcome pack termly
* Assist with ordering, invoicing and checking in stock

**Publicity/Website**

* Keep up to date with current legislation regarding statutory website content
* Keep school website up to date, relevant and well maintained
* Assist on the production and distribution of newsletters
* Manage the school’s social media, Twitter, working closely with colleagues
* Analyse website usage and report to relevant bodies including the Senior Leadership Team and the Governing Body

**Other duties**

* Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* To take and produce minutes of meetings as directed
* General office duties: photocopying, filing and dealing with incoming and outgoing mail
* To undertake any other such duties as the Headteacher may reasonably require from time to time
* 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
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required including office rotation days to identify training needs
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

**Person Specification**

1. **EXPERIENCE**

* Experience in web management
* IT Skills – Use of various IT packages e.g. word, excel, publisher, photoshop
* Publicity experience
* Proofreading
* Experience in writing press releases, copy writing and website content

1. **QUALIFICATIONS**

* GCSE English grade A-C or equivalent

1. **KNOWLEDGE AND SKILLS**

* IT skills are a requirement of this post
* Excellent written grammar
* Very effective communication skills
* Ability to pay attention to detail
* Excellent organisational skills
* Excellent telephone manner
* Knowledge of relevant polices and codes of practice and awareness of relevant legislation
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to identify own training and development needs and co-operate with means to address these
* Effective implementation of the school’s equal opportunities policy in all areas of work

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Postholder)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Line Manager)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Headteacher)