

Hawes Down Primary School



JOB DESCRIPTION: ADMINISTRATION ASSISTANT

Salary point: BR4 point 11

Responsible to: School Business Manager, Headteacher, Deputy Headteacher,

Main Purpose of the Job:

Under the instruction/guidance of senior staff: provide general clerical/administrative/financial support to the school.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Organisation

- Undertake reception duties, answer routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.
- Liaise with site staff as required.

Administration

- Manage the office emails and respond where possible or forward to the relevant member of staff
- Provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, respond to routine correspondence
- Maintain manual and computerised pupil records/management information systems
- Produce lists/information/data as required (i.e. pupil data)
- Undertake administrative procedures relating to admissions, registers and attendance
- Maintain accurate medical records, allergy plans, HCP's and related medical data in SIMS
- Maintain and collate pupil reports
- Produce the school newsletter
- Complete the school census return
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Liaise with and assist the PTA with the organisation of school events
- Upload documents to the school's website as and when required
- Provide hospitality as required
- Maintain noticeboards

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, pupils and visitors

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Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safeguarding and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to safeguarding the welfare of children in the school
- Maintain the security of the school property in a way that is consistent with the school's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
- Develop constructive relationships and communicate with all stakeholders including the PTA
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate, respect and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take responsibility for own work, encourage and accept feedback from colleagues and managers and respond to or adapt to change as required
- Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external). Provide the specified standard and level of service that is expected to customers/clients, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implement the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

This job description may be amended at any time after due consultation.



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PERSON SPECIFICATION – ADMIN ASSISTANT

	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Maths and English GCSE (or equivalent) • Enhanced DBS • Knowledge of SIMS • Evidence of recent, relevant professional development 	<ul style="list-style-type: none"> • Recent safeguarding training • Additional qualifications • First Aid qualification
Experience	<ul style="list-style-type: none"> • General clerical / administrative / customer service • Have experience of working in a school office environment 	
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Excellent multi-tasker • Ability to use ICT packages effectively • Use of relevant equipment / resources • Good keyboard skills • Some experience of website maintenance • Ability to 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 	<ul style="list-style-type: none"> • An understanding of the role of parents / carers and the community in school improvement and how this can be promoted and developed
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Self-motivated and hard working • Flexible and adaptable approach to duties • Approachable, caring and empathetic • A commitment to promoting the welfare and safeguarding of children • Effective interpersonal skills 	

Hawes Down Primary School is committed to the safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Any appointment will be subject to the receipt of satisfactory health check, references and enhanced DBS check.