

JOB DESCRIPTION

Yeo Moor Primary School

Kennaway Road | Clevedon
North Somerset | BS21 6JL

Headteacher: Roland Lovatt
Executive Headteacher: John Wells

Care, Cherish, Excel



Part Time Business Assistant

Required From: September 2019

Line Manager: Business Administrator | Head teacher
Responsible for: None

CONTEXT

It is expected that staff at Yeo Moor Primary School agree with, abide by and promote the aims and objectives of the school and the Clevedon Learning Trust.

The school's vision statement is: '*Care, Cherish, Excel*'.

All staff should interact on a professional level with all stakeholders. Yeo Moor Primary School is an institution where each member is valued as part of the school, committed to equality of education opportunity.

A. MAIN AREAS OF DUTY

- i. To be a vital part of the school's admin team in ensuring the School Office runs effectively and efficiently.
- ii. Act as a receptionist for visitors to the school, handle incoming telephone calls and respond to enquiries.
- iii. Support the management, input, maintenance and retrieval of all personal and collective pupil and staff data.
- iv. Maintain records of income and expenditure.
- v. Support the organisation of educational visits and Risk Assessments

B. SPECIFIC DUTIES

Support for Headteacher, Governors and School Management Team

- Establish and maintain effective working relationships with line manager and other colleagues.
- Provide secretarial support to the Head teacher and Senior leaders.
- Undertake routine clerical and typing work in support of the role of the Head teacher (or other specified line manager) planning and organising own workload priorities in consultation with line manager.
- Prepare reports and other statistical information, as requested or scheduled, for consideration by the Head teacher, Governors or other senior managers, in order to assist them with the School Management Plan and their general management responsibilities.

Support for the School

Undertake administrative duties, use and maintain data systems, web based tool and paper records in respect of:

i. Pupils and Staff

- Manage the input, maintenance and retrieval of all personal and collective data in respect of pupils and staff at the school, ensuring that confidential information is held securely.

ii. Property and Resources

- Maintain inventory of school stock, equipment and other expendable resources and undertake regular and random checks as directed by the Head teacher.

iii. General Clerical Duties

- Undertake routine office duties, such as filing and post distribution and dispatch, as determined by the Head teacher.
- Undertake typing, word processing, spreadsheet work and other ICT data input, maintenance and retrieval, as determined by the Head teacher/Line Manager.

- Contribute to the development and implementation of new administrative processes, including the use of systems which enhance the application of information technology in the school's administration work.
- Arrange transport and insurance cover for school activities and educational visits.

Develop and Maintain Working Relationships with Other Staff

i. Team Work

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively, and other 'clients' of the services provided by the school.
- Participate in staff meetings and contribute to the development of policies and procedures related to the administrative responsibilities of the school.

ii. Contributing to the Management of the Security and Wellbeing of the School

- Contribute to the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.

iii. Review and Develop own Professional Practice

- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Support for Pupils, Parents and Other 'Clients'

i. Contribute to the Pupil Welfare

- Assist with any urgent social or welfare work in respect of individual pupils and, as requested by the Headteacher, participate in the supervision of pupils during an emergency or specific non-classroom activity during the normal school day.

Support for External Contacts/Organisations and Visitors to the School

i. Reception Duties

- Act as receptionist for visitors to the school, providing information or referring enquiries to other members of staff, as appropriate, and receive deliveries.
- Receive incoming telephone calls to the school, responding to enquiries, taking messages or redirecting callers, within own discretion.

ii. Record Visitors to the School

- Maintain the appointment diary for visitors to the School and ensure that a comprehensive record is maintained of everyone entering and leaving the premises. Issue visitor security identifications, as directed by the Headteacher.

AND IN ADDITION

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Headteacher.

Staff will be expected to play a full part in the Clevedon Learning Hub (Professional Development Programme) and may be deployed to the other Clevedon Learning Trust schools if required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

QUALIFICATIONS AND EXPERIENCE

AREA	ESSENTIAL	DESIRABLE
Education	5 GCSEs at grades A*-C including maths and English RSA II typing or equivalent (35 – 50 wpm)	EDCL level 2
Experience	Experience of working in an office environment in established routines. Experience of working in a customer/client facing environment.	Experience of working in a school setting.
IT Skills	Excellent IT skills. Experience of Microsoft Office – Excel, Word, Outlook 365.	
Other Skills	Efficient office skills. Excellent general ICT skills as demonstrated through working with software packages, data management systems and web based tools. Accurate data inputting skills. Accuracy and attention to detail.	Knowledge of SIMS. Knowledge of ParentPay. Knowledge of <ul style="list-style-type: none"> • ECM • Safeguarding procedures • AEN codes of practice First Aid trained with up to date certificate
Qualities	Ability to work in a team sharing workloads. Good interpersonal skills. Pleasant telephone manner. Positive attitude. Flexible approach. Excellent communication skills. Highly professional conduct, presentation and attitude. Able to represent the school in a manner consistent with very high standards of professionalism, efficiency and organisation.	

