

Job Description

School: Sittingbourne Community College

Job Title: Administration Assistant

Grade: SAT 4

Responsible to: School Office Manager

Purpose of the Job:

To be responsible directly to the School Office Manager for the efficient operation of administration functions within the school.

The post holder has day to day contact with the Headteacher, staff, pupils, parents and Governors, as well as staff from Swale Academies Trust and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

Main duties and responsibilities (Accountabilities):

- Provide a first point of contact for pupils, parents, visitors at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
- Effectively communicate with parents through email, paperwork, texting system and other methods.
- Perform daily clerical tasks, including dealing with emails, post, messages, etc.
- Undertake a range of secretarial duties as directed by the Office Manager to ensure well-presented and accurate correspondence, reports, letters and other documentation.
- Assist in maintaining the Team's central filing system archiving/destroying documents as necessary to ensure that the school's Document Retention Policy is adhered to.
- Assist in maintaining and update pupil paper files and SIMS pupil profiles where required.
- Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.
- Assist in administration of pupil attendance and absence.
- Assist to maintain general office systems.
- To carry out duties as requested by the Office Manager and SLT.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Administrative Assistant

Grade: SAT 4

Responsible to: School Office Manager

| | Essential | Desirable |
|-----------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> • A good standard of education with English and Mathematics GCSE or equivalent level | |
| Experience | <ul style="list-style-type: none"> • Experience of working in a very fast paced office where the ability to prioritise workload is key • Experience of working and supporting within a team | <ul style="list-style-type: none"> • Experience of working in a very busy school office |
| Skills and Abilities | <ul style="list-style-type: none"> • Good literacy and numeracy skills • Ability to communicate effectively, in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone • Cope with interruptions • Remain calm under pressure and handle a range of situations • Be adaptable and flexible with a “can do” attitude • Good interpersonal skills • Work efficiently and accurately, with excellent attention to detail • Willingness to learn • Ability to develop and maintain effective computerised and manual filing system • Ability to work on own initiative and prioritise personal workload to meet deadlines | |
| Knowledge | <ul style="list-style-type: none"> • Good working knowledge of Microsoft packages, Word, Excel, Powerpoint and use of email • Awareness of Data Protection and confidentiality issues | <ul style="list-style-type: none"> • Experience of using SIMS would be a distinct advantage |

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|---------------------------|---|--|
| | <ul style="list-style-type: none">• An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety | |
| Personal qualities | <ul style="list-style-type: none">• Smart, professional appearance• The ability to maintain confidentiality and discretion in all situations• Organised, methodical and adaptable• Conscientious, polite and calm, with a good sense of humour• Obvious enthusiasm and energy | |