

## **Administrative Assistant**

### **JOB DESCRIPTION**

<b>Job Title</b>	Administrative Assistant
<b>Contract Type</b>	Permanent – 36.5 hours per week – Term-time (39 weeks)

**REPORT TO:** Office Manager

#### **JOB DESCRIPTION AND PURPOSE:**

##### **1. Job Purpose:**

- To provide an efficient and effective administrative service to the school
- To provide an efficient and effective reception and switchboard service

##### **2. General Administration Duties:**

- To undertake administrative work for the Head Teacher and other school staff.
- To type letters, reports, emails, and other documents, using appropriate equipment. This will include documents of a confidential nature
- Data entry on the school's various management information systems
- To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries. To liaise, as required, with the school community
- To ensure that visitors and callers to the school are correctly received and to deal sensitively with anxious, distressed, or impatient callers, whether by telephone or in person
- To organise postal arrangements as necessary
- To undertake filing including electronic filing, reprographic duties, and associated tasks
- To undertake general administrative duties as directed
- Responding to or directing correspondence from the enquiry mailbox
- Attendance at parents' evenings as required

##### **3. Undertake Pupil Administration which will include:**

- Ensuring pupil personal profiles and records are up to date
- Ensure pupil files are transferred to new school within the required mandatory timescales of pupils leaving school
- Ensuring pupil files of consent documentation are maintained and updated
- Supporting home school transport arrangements including liaison with relevant parties
- Providing administrative support for pupil respite, ensuring that all relevant parties are informed of dates, transport arrangements etc.

- Support with the administration of schools' admissions procedures and accurately maintaining the pupil related information system
- Ensure the upload and download of Common Transfer files (CTF) to ensure that MIS information is accurate
- Support to ensure pupil census data is accurate
- Responsibility for uploading data returns as directed
- Support with EHCP review administration
- Support with administration and promote parent take up of Free School Meals

**4. Oversee Pupil Attendance Administration to ensure:**

- Pupil attendance is input using the pupil MIS (Bromcom) accurately, daily AM and PM
- Pupil absences are investigated and recorded daily
- Evidence for pupil absence (appointment letters) are obtained and recorded
- Reports are produced as required

**5. Financial Duties**

- Support with inputting purchase orders into the financial management system as required
- Ensure goods received are correct and accounted for
- Support with the administration of the online parent payments system, ensuring that pupil data, pupil meals information and free school meals information is accurate
- Ensure that parental overdue dinner balances are chased regularly

**6. Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust**

- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school and Academy Trust

**7. Other Duties**

- Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the Trust's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's schools, Trust Central team and other agencies as appropriate to this role.
- Always promote the Trust's co-operative ethical values
- Any other duties as commensurate with the post.

**8. Review and Amendment**

- This job description is subject to review at any time with full consultation of the post holder.

**PERSON SPECIFICATION**

**JOB TITLE - Administrative Assistant**

Criteria	Essential	Desirable
Education, qualification and professional development	<ul style="list-style-type: none"> <li>• Excellent skills in Numeracy and Literacy (NVQ, GCSE A* - C or Level 4 and above or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• An intermediate or above qualification in word processing/typing</li> </ul>
Experience, professional skills and knowledge	<ul style="list-style-type: none"> <li>• Experience in a busy office setting</li> <li>• Experience of using database systems</li> <li>• Good interpersonal and communication skills</li> <li>• Understanding of confidentiality and safeguarding arrangements</li> <li>• Ability to work collaboratively</li> <li>• Ability to work efficiently and accurately under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional training/development</li> <li>• Experience in a school office setting</li> <li>• Experience of using Bromcom (Pupil MIS)</li> <li>• Experience of Office 365</li> <li>• Ability to relate to children and young people with learning and other disabilities</li> </ul>
Personal qualities and attributes	<ul style="list-style-type: none"> <li>• A commitment to the principle of inclusion</li> <li>• A team player with a 'can do' approach</li> <li>• Acts with pace and urgency, enthusiastic and decisive</li> <li>• An awareness, understanding and commitment to equal opportunities</li> <li>• Willing to undertake job related training</li> </ul>	