

Job Description – Admin Assistant



The purpose of the job is to

- Support the smooth running of the school office by providing general clerical, administrative and data processing assistance
- Support the Headteacher and all staff in school, including with hospitality arrangements

Duties and responsibilities

- Receive and assist visitors (staff, parents, children, deliveries and the public)
- Effectively distribute everything received into the school office (paperwork, money, goods)
- Record statutory assessment data, produce reports, and upload results
- Receive and prioritise incoming telephone calls, and deal with them appropriately
- Liaise with staff, Academy Advisors, children, parents, and outside agencies as directed
- Distribute parental communications
- Ensure registers are accurate and support attendance management
- Input information on the school's system (Arbor) or pupil records and ensure all records are maintained and up to date
- Set up payments on the parent portal as required
- Assist in the production of reports, lists and other information relating to children's records, including attendance
- Manage the administration of sports trips, music lessons and school-led clubs
- Manage school milk and school lunch administration
- Support Admissions and prepare the prospectus as needed
- Prepare and issue school newsletter
- Undertake word processing and photocopying of correspondence, standard letters, reports, publications, and other documents
- School diary management
- Provide cover to other sites if required
- Maintain medical supplies inventory by checking stock to determine inventory level, anticipating supply needs, and placing orders

Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve own development
- Where appropriate, lead the appraisal / professional development of the Admin Officer
- Keep abreast of initiatives and developments relevant to the duties and responsibilities of the post
- Complete regular (at least annual) training on subjects including – but not limited to – safeguarding and cyber security

Supervision and management

The post holder has no regular supervisory responsibility for staff but assists in work familiarisation of new recruits

Creativity and innovation

The work is largely regulated by laid down procedures but within these the job holder must deal with routine problems encountered

Decision making

The work is carried out within clearly defined rules and procedures. Within these the post holder decides the priority in which to complete tasks

Job Description – Admin Assistant



Resources

The post holder is accountable for the accurate handling and security of incoming cash to the school

Working environment

The work is interrupted, particularly by callers and visitors, although this does not usually significantly change the overall programme of work for the post holder

The post holder is the first point of contact for visitors and the reasons for contact may on occasion be contentious

There is occasional background noise

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.