

# Role Profile



## Administration Assistant (Level 2)

### Scale

NJC Grade C SCP 3 – 5

### Based at

Darwen St James' C.E. Primary Academy

### Purpose of the role (job statement)

1. Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school.
2. Assist with the planning and development of support services.
3. To provide a friendly welcome to all visitors, providing a good first impression of the school.
4. To be approachable and professional, maintaining confidentiality at all times, whilst building relationships with children, parents and carers.
5. To assist the School Business Manager and to carry out the duties required to provide an effective, well organised, and successful administrative service for the school.

### Key Responsibilities

#### Administration:

1. To organise and undertake clerical and administrative duties in relation to the organisation of out of school activities as and when required.
2. Undertake financial administration procedures.
3. Recognise own strengths and areas of expertise and use these to advise and support others.
4. To provide support to the Head Teacher or other in relation to correspondence, reports, analysis, evaluation both manually and through computerised systems.
5. To assist in the preparation of specific material on behalf of the Head Teacher e.g. school newsletter, school prospectus etc.
6. Undertake typing and word-processing and complex IT based tasks.
7. Provide administrative and organisational support to other staff, Catering Manager, Site Supervisor, Head Teacher or Governing Body as required.
8. Undertake administration of complex procedures, forms and/or returns including those to outside agencies e.g. DfES.
9. To work with appropriate personnel in the management and administration of school facilities and building.
10. Assist in the administration of Payroll systems.
11. To undertake the day-to-day responsibilities for administering financial procedures (orders, invoices, collection and processing of dinner / trips / events monies, petty cash, kitchen orders), updating pupil information (SIMS data, attendance, admissions, and leavers), inventories, extended holidays, and school fund.
12. To provide clerical and administrative support photocopying, filing, faxing, production of specific materials, e.g. school newsletter, school prospectus, class letters, policies, risk assessments.
13. To help administer the public and general areas of the school's web site.
14. Sort and distribute mail and correspondence.
15. To organise room set ups, provide hospitality for SLT, meetings, interviews, and visitors e.g. school nurse, photographer, theatre companies, parent assemblies, Governors.

#### Organisation:

1. To ensure work is accurate, timely, and of a high standard.
2. To assist in the organisation of examinations, including liaising with the relevant Examinations Boards and checking examination papers.
3. To participate and assist in the organisation of examination invigilation as and when necessary.
4. To assist in the co-ordination and organisation of teaching cover as and when necessary.
5. To assist the appropriate person in ensuring an effective, customer friendly reception area, actively participating as required.

6. To assist in the planning, development, design, organisation and monitoring of support systems/procedures/policies in relation to the administrative function.
7. Organise school trips/events etc.
8. Assist with marketing and promotion of the school.
9. Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff etc.
10. To assist with situations, incidents and accidents which may occur across school e.g. illness, injury or toileting issues.
11. To act as the initial First Aider (with training) for minor, day-to-day accidents in school.
12. To respond to the daily requests of children and parents.

**Resources:**

1. Operate relevant equipment/complex ICT packages.
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
3. Manage uniform/snack/other 'shops' within the school.
4. Assist with the planning, monitoring and evaluation of budget.
5. To assist with procurement and sponsorship.

**Support for the Academy:**

1. To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school
2. To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this church school, securing its Mission Statement with all members of the School community and ensuring an environment that empowers both staff and pupils to achieve.
3. To undertake personal development through training and other learning activities including performance management, as required.
4. Provide advice and guidance to staff, pupils, and others.
5. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

**Common Core of Skills and Knowledge for the Children's Workforce**

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents, and carers.
2. Child and young person development.
3. Safeguarding and promoting the welfare of the child.
4. Supporting transitions.
5. Multi-agency working.
6. Sharing information