



LAURUS

TRUST

Job Description and Person Specification

Administrative Assistant

Gorsey Bank Primary School



Administrative Assistant

Salary: Laurus Trust Scale 3

Purpose of the post: To provide confidential administrative support to the school.

Reporting to: Head of School and School Services Manager

Main Duties:

- To provide confidential administrative support including the preparation of documents and reports using Word, Excel and PowerPoint.
- To maintain an efficient filing system – both manually and electronically.
- To input/extract information to and from computer databases including SIMS and ParentPay.
- To maintain pupil records, information files and the school roll.
- To manage, import and process new intake data and undertake tasks relating to the induction of new pupils.
- To produce from SIMS, lists, reports, and spreadsheets as requested by various members of staff and outside agencies.
- To undertake all administrative tasks relating to Parents' Evening System, pupil reports and statutory testing/data submission.
- To seek opportunities for developing SIMS to improve the efficiency of the whole school.
- To place orders on the Trust's Finance system under the direction of the Trust Primary Finance Officer and Finance Manager.
- To manage outstanding parent accounts e.g. for school lunches, visits and Kids Club.
- To undertake tasks relating to the administration of childcare vouchers e.g. process and allocate childcare vouchers on ParentPay.
- To undertake tasks relating to the administration of educational visits.
- To provide cover on Reception and for other absent colleagues when required.
- To provide support in dealing with telephone and face to face enquiries in a timely and efficient manner as well as fostering good relations with all visitors, parents and carers
- To provide photocopying and use printing and scanning equipment.
- To suggest how improvements could be made to operational procedures as necessary.
- To undertake other duties related to the work of the whole school appropriate to the post, as may be assigned.
- To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

Attributes	Essential	Desirable	Evidence
Relevant experience	<ul style="list-style-type: none"> • Experience of working in an administrative support role • Sound knowledge and experience of PC based applications 	<p>Experience of working in a school environment</p> <p>Experience of working with confidential information</p>	Application Form/ Interview
Education and training	<ul style="list-style-type: none"> • Sound educational background including minimum grade C in GCSE Maths and English or equivalent • Numerate/literate • Willingness to undertake further training 	Awareness of current opportunities and challenges in the Education sector	Application Form/ Interview
Special knowledge and skills	<ul style="list-style-type: none"> • Excellent attention to detail • Excellent practical skills in using Microsoft Office including Word, Excel and SIMS/ParentPay (or equivalent) • Excellent communication skills (oral and written) • Excellent time management, administration and organisation skills • Willingness to be flexible • Ability to work accurately to tight deadlines and to remain calm under pressure • Professional demeanour • Team player with excellent interpersonal skills • Ability to use own initiative and to prioritise effectively • Willingness to develop professionally and undertake any necessary training 	First Aid at work certificate	Application Form/ Interview

April 2019

The Laurus Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Laurus Trust
 Cheadle Hulme High School
 Woods Lane, Cheadle Hulme
 Cheadle, SK8 7JY