

Job Description

Post Title: Administrative Assistant
Salary: Grade 3
Location: Base Kelvin Hall School

Organisational: Reporting to: Finance & Administrative Manager
Responsible for: Not applicable

Purpose: Under the instruction and guidance of the Finance and Administration Manager, provide general admin/financial support in school.

Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2. Undertake reception duties, answering general telephone and face to face enquiries and signing in and out of visitors, adhering to our school safeguarding procedures.
3. Maintaining the minibus diary, booking and recording the use of taxis, reporting any issues to the Finance & Administration Manager.
4. Assisting in the arrangements for school trips and events, and liaising with parents and staff to complete any relevant documentation.
5. Provide general administrative support eg photocopying (including working in the Reprographics Department and Learning Resource Centre), filing, responding to routine correspondence, booking meeting rooms for external visitors and staff, and producing minutes of meetings.
6. Assisting parents and pupils with the school's online payments system for lunches and topping up lunch cards. Checking the Hull City Council Portal free school meals updates.
7. Maintain computerised records including MIS data, providing reports to teaching and non-teaching staff as required.
8. Undertaking typing, IT based tasks, mail merge and updating pupil and staff records on various in house systems including SIMS.
9. Maintaining stock and sale of school uniform and assisting with uniform evenings. Assisting with lost property management.
10. Assisting all Departments, including the Transition Leader, with any administration work required and the Exam Department with secure delivery of papers.
11. Booking and monitoring statutory training and providing reports as required.
12. Assisting the Business Manager with HR responsibilities including collating application forms and liaising with relevant staff regarding shortlisting. Processing new starter documentation, ensuring all pre-employment checks are undertaken, including DBS checks.
13. Under the supervision of the Business Manager, prepare monthly overtime and absence returns for payroll.
14. Undertake safeguarding training and any other training relevant to the post.
15. Awareness of confidentiality and the General Data Protection Regulations (GDPR)
16. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager and Headteacher.

Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

As an employee of the Yorkshire & the Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

Safeguarding

The Yorkshire & the Humber Cooperative Learning Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	N/a
Responsibility for Customers/Clients:	Provide Administrative and curriculum support to all departments within school
Responsibility for Budgets/Financial resources:	N/a
Responsibility for Physical Resources:	N/a

Personal Specification

		E	D	How Identified
Qualifications	NVQ Level 2 or equivalent in Business or Administration or willingness to work towards	✓		Certificates
	NVQ Level 3 or equivalent in Business or Administration		✓	Certificates
	Grade 4 or above (or equivalent) in English and Maths	✓		Interview & application form
Experience & Knowledge	Experience of using Microsoft Office	✓		Application Form Interview References
	Experience of working in a general administrative setting	✓		
	Experience of minute taking and diary management	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
	To be prepared to undertake relevant and statutory school training	✓		
Training	Commitment to continued professional development	✓		Application Form Interview
	Motivation to work with children and young people	✓		
Skills/Attributes	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Awareness of the importance of confidentiality	✓		
	Excellent oral and written communication skills	✓		