



Midsomer Norton  
Schools Partnership

**Home School: Midsomer Norton Primary School**

## **Job Description – School Administration Assistant**

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**Grade Q**

**Responsible to:** School Business Manager/Headteacher

### **1. JOB PURPOSE**

Under the overall direction of the Headteacher and with supervision from the School Business Manager, to provide clerical, word processing and reception support to the Headteacher and the staff of the school.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

According to the requirements of the school, to undertake any of the following duties and responsibilities as directed/requested by the School Business Manager, Headteacher or other member of teaching staff.

1. To undertake word processing of documents, reports and correspondence, including confidential material for the Headteacher and teaching staff.
2. To undertake a wide range of clerical duties including filing, photocopying, handling the post and other general office administration.
3. To assist, at the discretion of the School Business Manager, in undertaking a range of administrative functions such as the collection, recording and balancing of monies, the maintenance of returns, registers and pupil records, the ordering stock and consumables, the arrangement of transport and insurance and liaison with other support staff and teaching staff as appropriate.
4. To liaise with parents of pupils on administrative issues and provide other general information.
5. To provide a reception service, receiving visitors in a courteous and friendly manner and receiving and checking deliveries.
6. To receive telephone enquiries and calls, providing information and taking and passing on messages as appropriate.
7. To assist in ensuring a safe environment within the school giving support to the School Business Manager and other staff and reporting Health and Safety issues to the Headteacher, School Business Manager or other authorised person.
8. To undertake other relevant duties on the request of the Headteacher or School Business Manager.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

Evidence of a good basic education

Previous administration or receptionist experience.

A friendly and courteous manner.

#### **Desirable**

Relevant experience in Local Government / or Academy preferably in a schools environment.

### **4. WORKING ENVIRONMENT**

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

### **5. OTHER INFORMATION**

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

#### **Post Holder:**

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Line Manager:**

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_