

## **Job Description**

**Job Title:** Office Administration Assistant

**Location:** North Ormesby Primary Academy

**Hours of work:** 37 hours Term Time Only

**Reports to:** Office Manager

**Purpose of the Role:** To help support with the daily running of the school office.

## **Responsibilities:**

### **Day to Day Roles and Responsibilities**

#### **Registers**

- Marking in all late in absence of Attendance Officer - Inventory
- In the absence of Attendance Officer, ensure all registers have been completed - write late marks in Inventory and update on Arbor

#### **Admissions**

- Support Attendance Officer with Reception and nursery admissions
- Where required liaise with admissions and appeals.
- Upload/download CTF from Secure Access - import into Arbor
- Ensure all leavers are processed correctly in all systems - (Progresso, School Money, OFSM)

#### **Admin Duties**

- Reception cover - in absence of receptionist
- Book transport for staff when needed
- Provide admin support to Principal, SLT & Teaching staff
- Coordination of staff Social events

#### **Pupil Admin**

- Ensure all forms of records are up to date with pupil details
- Ensure dinner patterns are correct within all systems and audit trails are in place to support patterns
- Ensure all year end pupil admin procedures are in place
- CPOMS
- Data checking sheets - annual (September)
- Pupil premium data maintained alongside with OFSM checker, audit trail to be kept and updated as required
- Support with Census - termly

### **School Dinners**

- Set up dinner registers every Monday morning
- Chase up school dinner monies on a weekly basis
- Send out text messages everyday to chase payments
- Authorising changes to meal patterns
- FSM
- Process all FSM Application forms
- Inform parents of changes
- Log all changes into all systems (Progresso and update on School Money)
- Check emails from Link2ICT, update using the above process where necessary.
- Termly dinner audits (Sept, Jan & Apr) plus additional as required

### **Additional Duties**

- Assist Office Manager with Whole school stationery orders
- Support Office Manager in planning for end of academic year and key events

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Office Administration Assistant**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Minimum 4 GCSE passes C and above including English and Maths</li> <li>• Relevant NVQ qualification or equivalent</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Experience and knowledge of using systems for the monitoring, reporting and recording of attendance</li> <li>• Experience of using school dinner money systems</li> <li>• Experience of operating administrative and general office systems</li> <li>• Experience of using PC's, knowledge of databases &amp; internet software, able to use keyboard with some precision and speed</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a School</li> <li>• Working with certain school systems such as Progresso or Sims</li> <li>• Marketing and social media experience.</li> <li>• Experienced in using Schoolmoney.</li> <li>• Good Organisational skills with the ability to multitask.</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>• Ability to adopt a professional, helpful and confident manner</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Able to work as an enthusiastic member of the team</li> </ul>	•
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Ability to travel as required</li> </ul>	•