

JOB DESCRIPTION:

Administrative Assistant: Transport and General Administration

PURPOSE:	To deal with all aspects of school transport and related parental liaison
RESPONSIBLE TO:	Admissions and Transport Office
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC scale 16-19 pro rata
WORKING TIME:	23.5 hours per week, term time only plus 1 week

Summary of Responsibilities

Please note that this post requires a highly organised individual who can work on their own initiative. Accurate and up to date record keeping is essential to this role.

MAIN DUTIES

School Transport

- To undertake all aspects of transport administration including
 - Collating and processing student travel applications
 - Issuing invoices
 - Checking payments are received and following up outstanding amounts
 - Issuing travel passes both annual and ad hoc
 - Responding to parental enquiries and concerns
 - Liaising with coach contractors
 - Monitoring routes, stops and arrival times
 - Liaising with contractors and parents in the event of a breakdown
- To update and submit the School Travel Plan for the Local Authority including active promotion of its contents.
- Where no bus service exists, liaise with parents regarding car sharing and parking scheme
- Promote sustainable travel to staff, parents and students

Supporting the Administrative Team of the School

- Assisting in all aspects of duties carried out by a school administrative office
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Administrative Assistant: Transport and General Administration

Essential unless noted as desirable

- Experience of working in a school setting (desirable)
- Appropriate experience in administration
- Proven track record of working with a team
- Efficient, organised and meticulous
- Excellent telephone manner
- Excellent verbal and written communication skills
- Discrete
- Flexible approach
- Able to prioritise work load
- Calm in a crisis
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Knowledge of SIMS database (desirable)
- Willingness to learn new skills and acquire new areas of knowledge
- Keen to develop the role
- Uses own initiative
- Able to interact effectively with contractors, staff, parents and pupils