

## **LONDON BOROUGH OF LEWISHAM JOB DESCRIPTION**

**Title: Administration Assistant – Reception Grade: Scale Sc4 (pro rata)**

**School: Drumbeat School and ASD Service**

**Reports to: Finance and Office Manager**

**Hours / Weeks: 35hrs/week 42 weeks/year**

### **MAIN PURPOSE OF THE JOB**

Under the direction of the Finance and Office Manager, provide routine, general provision of an efficient administrative and clerical support function for the school.

### **RESPONSIBILITIES**

- First point of contact for all visitors to the School
- Undertake reception duties, answering routine/complex telephone calls, face-to-face enquiries and signing in visitors
- Provide general advice and guidance to visitors, staff, students, parents/carers and other visitors
- Provide general administrative support for the school, e.g. photocopying, filing, complete standard forms, responding to routine correspondence, diary management etc..
- Undertake word-processing and other IT-based tasks.
- Maintain the schools manual and computerised records, including use of the school's management information system (Scholarpack), Procurement system (Access) and cashless system (ParentPay).
- Assist with pupil attendance/welfare duties, liaising with parents/staff etc.
- Maintain stock and supplies, cataloguing and distributing as required
- Undertake general financial administration such as goods receipting deliveries in Access, putting trips on parentpay
- Daily student registers
- Ordering dinners, liaising with the kitchen staff.
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

## **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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**EXPERIENCE**

Previous experience of working in a school environment (desirable)

Excellent interpersonal and communication skills (essential)

Strong organisational skills (essential)

Excellent attention to detail (essential)

**QUALIFICATIONS/TRAINING**

Excellent numeracy/literacy skills (essential)

**KNOWLEDGE/SKILLS**

Effective use of specialist ICT packages (essential)

Ability to relate well to children and adults (essential)

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these (essential)

Ability to self-evaluate learning needs and actively seek learning opportunities (essential)