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| **Marjory Kinnon School Job Description** |

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| **Contractual Details** |
| **Post Title:** | Assistant School Administrator |
| **Responsible to:** | Office Manager |
| **Contract type:** | Permanent | Fixed Term✓ | Full time✓ (term time only) | Part time |
| **Salary:** |  Scale Sc1c |
| **Contractual Hours:** | 30hrs/week (8.30am – 3.15pm – 45mins lunchbreak)  |

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| **Job purpose** |
|  | * To support the School Business Manager with the effective and efficient running of the school and to provide as quality, customer focused front office service to pupils, staff and visitors to the school.
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| **Post Holder’s Responsibility** |
| Reception | * Be the first point of contact for any visitors to the school and model a personable, helpful and positive ambassadorial role for the school.
* To be an active part of the front office team helping to answer phones promptly and ensuring all visitors are greeted in a timely, polite and professional manner.
* Assist in ensuring that the school’s maintenance calendar is constantly updated to keep a true and accurate record of contractors that have visited the school which tally with the visiting contractors log.
* Answer telephones and take messages in a professional and courteous manner.
* Issue security passes and SALTO fobs for staff and resolve any problems that arise.
* Assist with the secure tracking of issuing and return of SALTO fobs reporting to the SBM any issues that compromise the safety of the school site.
* Provide tea and coffee for visitors, meetings and interviews.
* Support the HR Manager and Administrator on recruitment days by greeting candidates and escorting them to and from relevant rooms as required.
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| Whole School Administration | * Play an active role in the School Administration team ensuring that any requests for administrative support from the school community (including from staff, pupils, parents or external stakeholders) are responded to promptly and completed within agreed timescales. This will include processing of requests for administrative support from member of the school community.
* Assist with the smooth running of the pupil drop off and pick up times
* Assist with the inputting of all staff report forms relating to maintenance and ICT.
* Assist with the cataloguing of all staff report forms relating to maintenance and ICT and ensuring that they are scanned and saved in the appropriate location on the Shared Drive and information is inputted on the Site Tracking sheet.
* Support the Site Maintenance Team in the discharge of statutory duties relating to Site Management, Maintenance, Health and Safety and Risk Management.
* Support the Site Management Team in the preparation of the necessary templates for site inspections.
* Proactively liaise with the Site Management team to address any identified missing documents from the reporting schedule.
* Undertake any general administrative tasks as directed by the Office Manager including:
	+ The sorting of pupil filing
	+ Office photocopying and filing
	+ Setting up and tidying away of meetings room including the making and tidying away of refreshments
	+ Filing of end of year paperwork
	+ Paperwork relating to the school’s maintenance and site management
	+ Assisting with ordering
* Assisting with the distribution of incoming post and organising post at end of the day.
* Make sure that all catalogues used by teaching staff are tidy and up to date.
* Ensure the staffroom is keep in reasonable order during the day.
* Be aware of all school calendar and diary events on a daily and weekly basis.
* Check and catalogue incoming orders
* Support the maintenance of the schools printing and copying functions as directed by the Office Manager
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| Finance | * Ensure all monies kept in the school safe and report any anomalies to the Office Manager.
* To support the finance team as and when required in processing of financial paperwork.
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| Health and Safety | * Help to ensure the health and safety policy and procedures are adhered to at all times.
* Act as a Fire Marshal.
* Be a first aider.
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| Parents | * Record any latecomers and escort to class if needed.
* Keep records of pupils leaving the school early during the school day.
* Liaising between school and parents on non-confidential matters.
* Liaise with coach escorts about pupil absences and record/pass on relevant information to relevant colleagues.
* Make pupil telephone calls related to sickness, permissions etc.
* Attend parents’ evenings and support the organisation of such events as directed by the Office Manager.
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| Other | * Keep own knowledge and skills up to date.
* Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.
* Attend and participate in regular meetings, fulfil responsibilities as specified on school rotas and duties and undertake lunchtime supervision duty.
* To attend and participate in planned training sessions.
* This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Head Teacher may, from time to time, deem appropriate and necessary.
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| **Personal Specification** |
| Qualification and Experience | * GCSE or equivalent qualification in English and Maths
* Able to communicate well verbally and in writing
* Current First Aid certificate (or be willing to undergo training)
* Experience of working in an educational setting
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| Knowledge and Understanding | * Good organisational, administrative and interpersonal skills
* Ability to use initiative, work quickly and efficiently
* Good written and verbal communication
* Good working knowledge of computerised administration systems (eg. Microsoft Office)
* Knowledge of SIMS (desirable but not essential as training will be arranged)
* Ability to perform efficiently whilst under pressure
* Ability to relate well to children, teachers, school staff, parents, visitors, governors
* Ability to work constructively as a team, understanding school roles and responsibilities and the post holder’s position within these
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| Professional Values and Practice | * Willingness to work flexible hours occasionally working outside of normal office hours
* Ability to keep calm under pressure
* To have a strong awareness of professionalism and respect for confidentiality
* At all times model good relationships, attitudes and behaviour
* A relentless drive for excellence and innovation
* Be positive and respond to situations in a calm, professional manner at all times
* Carry out responsibilities while being flexible and adaptable.
* Reflective, emotionally resilient, and positive attitude.
* To be able to self-evaluate, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.
* The capacity and enthusiasm to learn and continuously improve and act on feedback.
* Smart, professional appearance.
* A high level of commitment to safeguarding, inclusion and equality.
* Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.
* Support the Head Teacher and Deputy Head Teacher in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.
* Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.
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| **Summative Agreement** |
| ConfidentialityCode of conductSafeguardingHeath and Safety Induction   | * I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).
* I will adhere to the school’s code of conduct and all other school policies.
* I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).
* I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the school’s Health and Safety policy and procedures.
* On joining the school I agree to attend Induction sessions and complete all related tasks as required.
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| *This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.*Agreed by post holder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| Date of this review: September 2017  | Date of next review: September 2018 |