

SCHOOL ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Job purpose

The administrative assistant shall be responsible for:

- Assisting her/his line manager with a number of aspects of the development and effective operation of the administrative function within the school, including that of its extended facilities.
- Maintaining the school database system/s containing information relating to students and staff.
- Providing administrative support for governing boards and sub-committees. Attending governing board meetings, taking accurate minutes and arranging the circulation of documents to members.
- Assisting her/his line manager with the management of school administration by assisting with staff cover during breaks and absence as required.
- The supervision of designated staff, including their induction, training and performance management.
- Assisting with attendance, to ensure that accurate and complete records are kept and following up actions with teachers, students and parents.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- S/he shall assist her/his line manager to ensure the effective operation of the school, so that all aspects of the administrative function are conducted efficiently and accurately.
- S/he shall assist her/his line manager with the maintenance and updating of information held on the schools' database including student records, emergency contacts and data required for the completion of returns, for example, for the DFE.
- S/he shall assist in the entry and extraction of data, the collation and preparation of statistics, management information and reports as required by her/his line manager, trustees, governors, auditors, the local authority (LA) and the DFE.
- S/he shall provide efficient administrative support to her/his line manager and the school's senior leadership team (SLT).
- S/he shall assist with the smooth operation of school admissions and exclusions including the preparation of associated letters and reports.

- S/he shall support her/his line manager in maintaining communication with governors, professional bodies, outside agencies, other schools and organisations etc and s/he shall attend to associated queries as required.
- S/he shall provide efficient and accurate administrative support to governing boards, convene meetings and attending governing board meetings, taking accurate minutes and arranging the circulation of documents to members.
- S/he shall support the development, implementation and review of administrative procedures and systems, putting in place necessary controls and ensuring they comply with policies and procedures.
- S/he shall be responsible for the circulation of incoming mail and outgoing post including governors' mailings, taking appropriate action as necessary.
- S/he shall oversee the maintenance and updating of information held on the school database(s) including student and staff records, emergency contacts and data required for the completion of returns, for example, for the DFE.
- S/he shall assist in the entry and extraction of data, the collation and preparation of statistics, management information and reports as required by her/his line manager, governors, auditors, the local authority (LA) and the DFE.
- S/he shall co-ordinate the annual and on-going free school meal applications for students, ensuring procedures are followed and required documentation is obtained from parents/carers, and that registers are kept up-to-date.
- S/he shall, in liaison with [insert appropriate post holder], assist in the administration of financial systems such as processing orders, uniform sales, school meal takings, and collection of trip monies.
- S/he shall assist in transferring data safely when database system(s) are introduced and/or changed.
- S/he shall assist in the setting up and maintenance of archive files and historical data.
- S/he shall provide assistance to staff with regard to administrative matters within the school.
- S/he shall organise and put in place contingency plans, in liaison with her/his line manager, to meet the needs of the school office in the event of emergencies such as absence, power cuts, equipment failure, transport strikes and school closures.
- S/he shall report technical faults relating to the school database system(s) and equipment to the ICT technician(s) in accordance with school reporting procedures.
- S/he shall co-ordinate and assist in updating classroom and corridor displays around the school.
- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and within required deadlines.
- S/he shall ensure compliance within the school of data protection regulations.

- S/he shall take minutes/notes in meetings, including some meetings outside of normal working hours.
- To answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with correspondence promptly and as required.
- S/he will support the pastoral teams in inducting new students.
- S/he will be a key contact for specific pastoral team(s) for students & parents for any issues/queries regarding attendance, timetables, induction process.
- S/he will be expected to supervise study areas as required.
- S/he will support with processing bursary orders for students.

Personnel

- S/he shall oversee arrangements for the induction of designated staff within her/his areas of responsibilities.
- S/he shall be responsible for identifying training needs and discussing with her/his line manager the ongoing professional development for designated staff within her/his areas of responsibility.
- S/he shall be responsible for the appraisal arrangements for designated staff within areas of responsibility.
- S/he shall oversee the effective deployment of all staff within her/his areas of responsibility.

General

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- S/he shall attend training sessions and meetings as required.
- S/he shall keep up-to-date with developments and changes to school policies and procedures and communicate these to colleagues as appropriate.
- S/he shall support her/his line manager in providing information to the headteacher, governing board and its committees as appropriate and when required.
- S/he shall undertake first aid training and responsibilities as required.

