

Department for Children, Families and Learners

Role Profile and Person Specification

Christ Church C of E Primary School



CROYDON COUNCIL

Role Profile

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| Job Title: | Administration Assistant |
| School: | Christ Church C of E Voluntary Aided Primary School |
| Grade Range: | Grade 3 – Scp 15 - 17 |
| Hours: | 14.4 hours per week, term time plus 1 week |
| Reports to: | School Business Manager |
| Responsible for: | No line management responsibilities, occasional training |
| Role Purpose and Role Dimensions: | Under the instruction/guidance of senior staff: provide general administrative/financial support to the school. |
| Commitment to Diversity: | As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| Key External Contacts: | <ul style="list-style-type: none">▪ Parents and carers of pupils▪ Volunteers▪ Suppliers▪ Clubs▪ HR provider▪ Croydon Council |
| Key Internal Contacts: | <ul style="list-style-type: none">▪ Pupils▪ Head Teacher & Deputy Head Teacher▪ Administration Officer▪ School Secretary▪ Teachers & teaching assistants▪ Site manager▪ Chair and other governors▪ Any other stakeholders |
| Financial Dimensions: | <ul style="list-style-type: none">▪ Work with School Business Manager to ensure activities and other projects are financially sound and expenditure is within an agreed budget. |
| Key Areas for Decision Making: | |
| Other Considerations: | <ul style="list-style-type: none">▪ Support the distinctive Christian ethos of the school.▪ The post-holder is the initial contact for specific issues such as school visits, DBSs, admissions/appeals and chair of governors' correspondence.▪ First aid qualification |

Key Accountabilities and Result Areas:

Key Elements:

Organisation

This will involve:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

Administration

This will involve:

- Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/ information systems,for assessment data, admission records, afterschool clubs, residential visits and DBSs
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Providing administrative support to the Governing Body, including monitoring school policies to ensure timely reviews.

Resources

This will involve:

- Operate relevant equipment/ICT packages (e.g. word, excel, SIMS, ParentPay, Teacher2Parents, Internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform/snack/other 'shops' within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. ParentPay items.

Responsibilities

This will involve:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, usually the Administration Officer or the Head Teacher.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Key Accountabilities and Result Areas:

Key Elements:

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to customer care

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- First aider

**Key Accountabilities and
Result Areas:**

**To contribute as an effective and
collaborative member of the School
Team**

Key Elements:

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

Administration Assistant

Essential knowledge:

- NVQ 2 or equivalent qualification or experience in relevant discipline
- Knowledge of first aid
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation.
- A sympathetic understanding of the Christian ethos of the School.
- Have understanding of the importance of confidentiality, relationships and image within a school community.

Essential skills and abilities:

- Excellent attention to detail
- Good numeracy; ability to manage basic accounts
- Good literacy skills; ability to construct accurate & effective correspondence
- Accurate minute taking
- Effective use of IT packages; eg Word, Excel, Powerpoint, Publisher or similar.
- Use of relevant equipment/resources
- Good keyboard skills
- Ability to relate well to children and adults
- Work constructively as part of a team
- Be able to work effectively in a busy environment with constant interruption
- Understanding school roles & responsibilities and your own position within these
- Ability to identify own training & development needs & cooperate with means to address these.

Essential experience:

- General clerical, administrative and financial work including IT packages such as Word, Powerpoint, Excel, Publisher
- Produced accurate and effective correspondence.
- Worked effectively in a busy environment.
- Used initiative
- Worked in a team.

Special conditions:

- Able to support the distinctive Christian ethos of the school
- Subject to an enhanced criminal record check (ECRB).
- Being a formal First Aider for the school and keeping knowledge up to date. Present a smart and professional appearance