

Administration Assistant

Maternity Cover- 1 Year Fixed Term Contract

Grade 3, SCP 6-11

Full time, full year: 36.66 hours per week, salary £25,183 - £27,269

Purpose of Post

A multi-faceted role, providing efficient, confidential and professional administrative support to the school

Reporting to:

Head's PA/Office Manager

Responsibilities

1. Administrative duties
2. Admissions support
3. Human Resources support
4. Finance
5. General duties

Key tasks and duties

1. ADMINISTRATIVE DUTIES

- a) As the first point of contact for the school, deliver excellent customer service and provide a warm and professional welcome to all. Follow the school's Visitor's Policy to ensure all visitors are dealt with safely.
- b) Administer the whole school calendar, ensuring that deadlines and lead times are well managed and appropriate planning is in place.
- c) Provide an administrative service for school meetings, including those for child protection and SEN.
- d) Manage shared email accounts, including the school's general mailbox, ensuring a prompt and timely response service.
- e) Triage calls to the phone's main line, responding to queries and transferring or accurately taking messages as appropriate.
- f) Ensure that student records are accurate and up to date, including data collection and updating data for leavers and joiners.
- g) Support and fulfil school data requests for senior colleagues and other stakeholders.
- h) Ensure the school website is accurate and up to date.

- i) Deliver administrative support for school events, including prize-giving evenings, parents' evenings and open days.
- j) Provide administrative support for school trips, including liaising with trip leaders, communicating to parents, and ensuring correct payments are received.
- k) Provide reprographics support, ensuring print jobs are completed accurately and to deadline.
- l) Work with senior colleagues to prepare and publish school newsletters.
- m) Actively promote the school through the school's social media channels.
- n) Create social media content, certificates and other promotional materials
- o) Administer first aid to students or staff when required or be willing to undertake First Aid Training.

2. ADMISSIONS SUPPORT

- a) Promote school admissions to maximise applications.
- b) Support the administration of admissions, including phone calls to parents and the local authority as required.
- c) Maintain a thorough understanding of the school's Admissions Policy.
- d) Support the administration of admissions appeals.
- e) Ensure the school student admission records are accurate and up to date.
- f) Deliver timely communication to all stakeholders.

3. HUMAN RESOURCES

- a) Provide administration support for the recruitment of teaching and support staff.
- b) Support the induction of new staff in accordance with Trust protocols.

4. FINANCE

- a) Assist with the school's cashless system, ParentPay, and resolve queries from parents, ensuring cashless accounts are in credit, parental debts are promptly cleared and refunds are accurately processed.
- b) Monitor free school meal take up, proactively encouraging families to use their free school meal entitlement.
- c) Oversee school trip payments and ensure trips are fully paid as appropriate.

5. GENERAL DUTIES

- a) Proactively promote and comply with safeguarding / child protection in all areas of responsibility
- b) Understand the importance of inclusion, equality and diversity and promote equal opportunities for all
- c) Uphold and promote the values and ethos of the Trust
- d) Implement and uphold all policies, procedures and codes of practice of the Trust
- e) Support the Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others, reporting any hazards and actively contributing to the security of the school
- f) Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required
- g) Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required
- h) Undertake any other additional duties commensurate with the grade of the post

The job description is current at the date shown, but in consultation with the post-holder it may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

The Person Specification for this role can be found on the next page. You will need to show you meet each part of the Specification in the Skills, Knowledge and Experience section of your application.

Person Specification

| Administration Assistant | Essential / Desirable | How identified (A/I/T) |
|--|-----------------------|------------------------|
| Qualifications | | |
| Minimum of grade C in GCSE Mathematics and English Language or equivalent | E | A |
| Post GCSE studies / qualification | D | A |
| Safer Recruitment trained | D | A |
| Willingness to obtain basic first aid certificate | E | A |
| Hold current valid Emergency First Aid at Work certificate | D | A |
| Experience | | |
| Working in a school setting | D | A |
| Working in a varied and busy administrative setting | E | A / I / T |
| Experience of school governance | D | A |
| Preparing agendas and taking minutes of meetings | D | A |
| Delivering excellent customer service, where politeness, diplomacy and | E | A / I / T |
| Working under pressure and responding quickly to changing/ conflicting | E | A / I / T |
| Working with absolute confidentiality and discretion | E | A / I / T |
| Skills and Abilities | | |
| Ability to communicate confidently and professionally to a wide range of contacts and build excellent working relationships | E | A / I |
| Self-reliance, resourcefulness and the ability to work on own initiative | E | A / I / T |
| Highly skilled in Microsoft Office packages and competent typist | E | A / T |
| Adept at Microsoft Publisher | D | A |
| Excellent organisational skills and proven ability to work to tight deadlines | E | A / I / T |
| Numeracy skills with a high degree of accuracy | E | A / T |
| Ability to produce and analyse information and produce clear, concise and grammatically accurate reports appropriate to the audience | E | A / T |
| Ability to evaluate, assess, formulate and implement improvements to current working practices | E | A / I / T |
| Ability to work as a team member and embrace team spirit | E | A/I/T |
| Knowledge of education legislation, guidance and legal requirements | D | A/I |
| Literacy skills including spelling, grammar and punctuation, to be able to compose letters, documents and communication | E | A/I/T |
| Personal | | |
| Support fully and with integrity the ethos of the Trust | E | A / I / T |
| Ability to work flexibly including responding to pressure points and attend evening meetings where necessary | E | A / I |
| Positive, open and friendly attitude to service improvement and delivery | E | A / I / T |
| High standards of personal accuracy, taking pride in work | E | A / I / T |
| Professional resilience | E | A / I |
| A willingness to attend appropriate training and development opportunities | E | A |
| Understanding of why safeguarding is important when working with children and young people | E | A / I |
| A = Application, I = Interview, T = Task | | |

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview