

ADMINISTRATION ASSISTANT: JOB DESCRIPTION

Line of responsibility

The Administration Assistant will be directly responsible to the Office Administration Manager.

Job purpose

The administration assistant shall be responsible for:

- Assisting her/his line manager with all aspects of the development and effective operation of the administrative function within the school, including that of its extended facilities.
- Assisting her/his line manager with the management of the school's office and reception area, assisting during periods of staff absence as required.
- Maintaining the school system/s containing information relating to students and staff.

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 office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.
- 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 trustees, professional bodies, outside agencies, other schools and organisations etc and s/he shall attend to associated queries as required.
- 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 trustees' mailings, taking appropriate action as necessary.
- S/he shall oversee the maintenance and updating of information held on the school system(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, trustees, auditors, the local authority (LA) and the DfE.
- S/he shall, in liaison with the Business and Finance Manager, 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 information safely when school 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 assist in the organisation of 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 system(s) and equipment to the ICT technician(s) in accordance with school reporting procedures.
- 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.
- S/he shall answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- S/he will deal with students attending medical during the school day including the administering of first aid.
- S/he shall deal with correspondence promptly and as required.

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, Board of Trustees and its committees as appropriate and when required.

- S/he shall undertake first aid training and responsibilities as required.

ADMINISTRATION ASSISTANT : PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. • Experience of working in a busy office environment. • Previous administration experience. • Experience of managing information and maintaining accurate records and filing systems. • First aid qualification or willingness to gain one. 	<ul style="list-style-type: none"> • Further education qualification(s) in relevant field. • Experience of working in a school or similar establishment. • Previous supervision/line management responsibilities. • Experience of organising meetings and accurate minute taking. • First aid qualification or willingness to gain one. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate(s) (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues. • Able to develop and motivate self and others as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. 	<ul style="list-style-type: none"> • Financial experience including procurement and processing invoices. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as data protection, Freedom of Information Act, GDPR. • Working knowledge of SIMS software package. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to manage and deal with confidential information/issues appropriately. • Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems. 		
Personal qualities		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with line manager and leadership team. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation. • Able to attend evening meetings as required. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>