

JOB DESCRIPTION

JOB TITLE: Administration Assistant

1. PURPOSE OF JOB

Provide general reception & administrative support to the school as required, under the guidance of senior staff.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Act as first point of contact for the school, including greeting parents, responding to queries, receiving & signing in visitors, arranging hospitality
- Undertake reception duties and deal with face to face enquiries, answer general telephone calls and emails, redirect calls & pass on messages to others as required
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc.
- Oversee the safeguarding of pupils when in the office area
- Assist with arrangements for school trips, events etc.
- Assist with admissions and attendance requirements.

Administration

- Provide social media support and maintain online presence.
- Produce translations of school documents on an adhoc basis
- Maintain manual and computerised records / management information systems
- Produce lists / information / data as required, e.g. pupil data
- Maintain and collate pupil reports
- Undertake or oversee a range of typing, word-processing and other IT based tasks for the Head Teacher, other teaching and support staff, generating routine correspondence as required
- Provide general clerical / admin support e.g. emailing, responding to queries, photocopying, filing, sorting and distributing mail
- Sort incoming mail and distribute accordingly
- Undertake administrative procedures

- Undertake routine administration of school lettings and other uses of school premises, including liaison with related staff

Resources

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

Responsibilities

- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and 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

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Administration Assistant

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Demonstrable experience of clerical / administrative work in a busy office environment.
- Good knowledge and understanding of relevant ICT packages (Word, Excel, PowerPoint, Outlook and SIMS)
- Strong organisational and multi-tasking skills.

DESIRABLE CRITERIA

- Knowledge of SIMS would be an advantage.
- Appropriate knowledge of first aid (training will be given if necessary)
- Knowledge of relevant policies / codes of practice and awareness of relevant legislation
- Previous Attendance and Admissions experience would be desirable.

Skills & Abilities

- Supporting staff with translation duties as and when required such as translating our official documents, newsletters etc.
- Excellent telephone manner
- Able to relate well to and enjoy working with children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing advice on first aid etc.
- Good numerical skills to undertake a variety of tasks, e.g. collecting monies, maintaining accounts for schools activities.
- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, maintaining diaries, producing a range of correspondence
- Good keyboard / computer skills for production of reports, correspondence, inputting / updating personnel or financial information.
- Able to demonstrate sensitivity and tact and maintain confidentiality

- Able to work accurately and with attention to detail
- Alertness and concentration
- Must be organised and able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips
- Able to deal with more complex queries and know when to refer to more senior staff
- Posses a friendly manner and be able to work constructively as part of a team and to understand school roles and responsibilities and own position within these.
- Be Flexible and adaptable and enjoy new challenges.
- Able to identify own training and development needs and co-operate with means to address them
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.

Equalities