

## **JOB DESCRIPTION**

**JOB TITLE:**                **Administration Assistant - Attendance (Role B)**

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### **1.        PURPOSE OF JOB**

Under the instruction / guidance of senior staff, provide general reception/ administrative / financial support to the school as required. The main focus of the role is attendance and admissions.

### **2.        PRINCIPAL ACCOUNTABILITIES**

#### **Organisation**

- Undertake reception duties, answer general telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- Act as first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc.
- Oversee pupils not in class or at the end of the school day as required
- Assist with arrangements for school trips, events etc.
- Assist with admissions and attendance requirements.

#### **Administration**

- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and responding to routine correspondence
- 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
- Sort incoming and outgoing 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 - Attendance**

### **CRITERIA**

### **ESSENTIAL CRITERIA**

#### **Job Related Education and Qualifications and Knowledge**

- Good knowledge and understanding of relevant ICT packages (Word, Excel, PowerPoint, Outlook and SIMS)
- Knowledge of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid (training will be given if necessary)

#### **Experience**

- Demonstrable experience of clerical / administrative work in a busy office environment.
- Knowledge of SIMS would be an advantage.
- Previous Attendance and Admissions experience would be desirable.

#### **Skills & Abilities**

- Excellent telephone manner
- 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 for production of reports, correspondence, inputting / updating personnel or financial information.
- 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.
- 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 Must be organised and possess strong multi-tasking skills.

- 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
- The ability to speak Spanish would be an advantage.

## **Equalities**

- 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.