



Job description:

Administration Assistant

Job details

Job title: Administration Assistant

Salary: £25,119-£26,421 pro rata **Actual salary:** £23,163-£24,363

Hours: 36.5 hours per week, Term time only + 2 weeks

Reporting to: Office Manager

Main purpose

To provide administrative support to the school.

Duties and responsibilities

Organisation

- › Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- › To maintain the schools Management Information System (MIS) including pupil admissions and leavers

Administration

- › To act as the first point of contact within a busy school reception, first line telephone answering, dealing with parents, visitors and professionals coming into school whilst adhering to safeguarding/security processes. Ensuring accurate messages reach Senior Team, Teaching and support staff.
- › Undertake word processing and complex IT based tasks
- › Provide personal, administrative and organisational support to the Headteacher and Office Manager
- › Provide personal, administrative and organisational support to other staff
- › Provide personal, organisational and administrative support to the Governing Body

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Book training courses for all staff and manage the training database
- Support the administration of recruitment including advertising, collating documentation, obtaining references
- To monitor staff absences/vacancies and book agency staff as required
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Resources

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Manage school licences and insurances
- Ensure the office and reception is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Participate in training and other learning activities and performance development as required

Other areas of responsibility

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none"> ➤ Working in an office environment ➤ Developing, managing and operating clerical/administrative/financial and organisational systems

CRITERIA	QUALITIES
	<ul style="list-style-type: none"> ➤ Analysing and evaluating data
Skills and knowledge	<ul style="list-style-type: none"> ➤ Excellent attention to detail ➤ Excellent literacy/numeracy skills ➤ Competent use of IT packages including word processing, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2024

Next review date: March 2025

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____