

Administrative Assistant

GRADE: B

RESPONSIBLE FOR: Administrative, clerical and support to the school

RESPONSIBLE TO: School Business Manager

WEEKS WORKED

PER ANNUM: Term time

HOURS: Part Time – 20 hours per week 8.30am to 12.30pm each day.

Job Purpose

To have shared responsibility for the day to day operation of the school administration office providing efficient and effective administration and reprographic support liaising with the administration team, senior leadership team and the Local Authority where necessary.

Duties and Responsibilities

To liaise with administration staff in order to provide an efficient and effective administration team who achieve the required outcome following school and LA policies and procedures.

To have responsibility for the school's management information systems.

To record and monitor pupil attendance and liaise with the SLT re any attendance issues.

To oversee and monitor all pupil medical records to ensure the correct information is available to all relevant staff and outside agencies.

To be responsible for the administering of paediatric first aid where necessary.

To be responsible for daily reprographic requests from all staff and liaising with the Graphic Designer where necessary.

To work in unison with the other member of the Admin team displaying effective and efficient office procedures to ensure the continuous smooth running of all aspects of school administration for the school.

To administer all pupil groups, including wrap around care, using the school's online financial and communication systems, including school trips, uniform sales etc.

Under the direction of the SBM, to be responsible for maintaining all school social media accounts.

Under the direction of the SBM, to make regular updates the school's website.

To perform reception duties, i.e. answering the door, telephones, booking appointments and liaising with parents, staff, governors and outside agencies.

To assist with stock control and receiving goods.

To assist with fire drills.

Overall general support:

To be part of the administration team providing administrative, clerical and secretarial support to the school.

To liaise with all staff, parents and governors as appropriate.

To carry out reception and telephone duties, including relaying messages to the appropriate members of staff and receiving visitors, in line with the school's Security Policy.

To understand and comply with the Data Protection Act, Child Protection and Safeguarding Policy and all other relevant legislation and school documentation.

To be flexible within the role and be able to carry out any other reasonable duties within the overall function commensurate to the grading and level of responsibility of the post.

Shelton Junior School - Person Specification

Post: Administrative Assistant

Method of candidate assessment: A = Application form / I = Interview / T = Task

Selection criteria	Essential	Desirable	Method
Qualifications			
'O' Level / GCSE or equivalent in literacy and numeracy	√		A
Paediatric First Aid		√	A
Knowledge and Understanding			
Good computer skills: Word and Excel in particular	√		T
Good communication skills: verbal and written	√		I
Personal work planning and organisational skills	√		A
Using the internet to access relevant information	√		T
Knowledge of a Management Information System		√	A
Take accurate messages and follow up where necessary	√		A
Commitment to the personal welfare and safeguarding of children	√		I
Understanding of Data Protection and the need for confidentiality	√		I
Knowledge of your own professional development needs and willingness to attend appropriate training	√		I
Experience			
Previous administrative employment		√	A
Worked in a school or educational environment		√	A
Attributes and competencies			

Flexible approach to working conditions, hours and working environment change	✓		I
Integrity and reliability	✓		A
Ability to work on own initiative and as part of a team	✓		A
Have good interpersonal skills with the ability to remain impartial	✓		I
Experience of working in an environment which requires regular contact with members of the public and respect for all faiths and cultures	✓		I