



## Job Description:

**Job Title:** Administrative Assistant

**Salary Range:** Grade B - £8,498.42 - £8,639.33 (inclusive of holiday pay) (£22,737 - £23,114 pro rata)

**Hours of work:** 16.5 per week x 39 weeks – to be worked on a Tuesday, Wednesday and Friday

**Responsible to:** The School Business Manager

### **Purpose of the post:**

The Administrative Assistant works as part of the office team providing support to staff, pupils and parents, ensuring the smooth running of the school.

### **Duties and responsibilities:**

Organisation:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors – making them aware of the schools safeguarding policy. Ensuring everyone is signed in and out and wearing the appropriate identification
- Ensure answer phone messages are checked each morning and during the day and passing on information as necessary
- Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff, etc
- Assist in arrangements for school trips, events, visitors, etc. Obtaining quotations and liaising with teachers concerning costs
- Handle difficult situations and issues with sensitivity and calm, ensuring you are always aware of the safeguarding of our pupils, data protection issues, General Data Protection Regulation (GDPR) and the need for strict confidentiality at all times

Administration:

- Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence in a timely and efficient manner ensuring deadlines are met to maintain the efficient running of the school
- Maintain pupil record folders, files and ensure information is entered accurately onto Bromcom, the school's information management system
- Maintain confidential pupil data and produce lists/information/data as required

- To assist with procedures relating to pupil transfers
- Ensure attendance registers are completed daily and follow up unexplained absences
- Collate lunch orders, providing the Kitchen Manager with daily figures
- Assist with the collection of dinner money, maintaining accurate records and ensure all monies pending banking are kept in a secure location
- Collect and record all monies for school trips, events and residential
- Deal with emails in a timely and appropriate way
- Sort and distribute mail
- Use the school's communications system to correspond with and provide information to parents as required
- Assist with the creation and distribution of the school newsletter as required

#### Resources:

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, Google Workspace)
- Check and distribute as necessary stock/orders
- Order and control stock e.g. paper, stationery, educational materials and first aid supplies
- Undertake general financial administration e.g. processing orders and invoices
- This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

#### Support for the School:

- Be aware of, and comply with, the school's policies and procedures, especially those relating to child protection, health and safety, security, data protection and confidentiality, reporting all concerns to an appropriate person
- To be vigilant and protect children from harm or abuse, reporting any concerns in accordance with the school's child protection and whistleblowing policies
- To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil
- Contribute to the overall ethos/work/aims of the school
- To be professional and a good role model to the children and other staff members, at all times
- Appreciate and support the role of other professionals
- Be aware of and support difference and ensure equal access to opportunities for all
- Attend and participate in relevant meetings/events as required

- Participate in training and other learning activities and performance development as required
- To assist in the promotion of the school through sensitive dealings with children, parents and visitors at all times

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

**Person specification:**

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>● GCSE grade 4 or above in English and Maths (or equivalent)</li><li>● Previous experience of working in an office or school environment, dealing with face-to-face interactions</li><li>● Commitment to ongoing professional development</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>● Good working knowledge of IT systems including word processing, spreadsheets and presentation software</li><li>● Ability to communicate effectively in both written English and verbally</li><li>● Ability to pay close attention to detail to ensure accuracy</li><li>● Ability to manage own time effectively</li><li>● Ability to prioritise and work to deadlines</li><li>● Ability to relate well to children and adults, being sensitive to their individual needs</li><li>● A commitment to safeguarding and promoting the welfare of children</li><li>● Able to build and maintain good relationships with others</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● Passionate about working with children</li><li>● Warm and friendly</li><li>● Excellent communication skills</li><li>● Energetic, enthusiastic and positive approach</li><li>● Reflective and evaluative about own practice</li><li>● Emotionally intelligent and resilient</li><li>● A sense of humour</li><li>● Flexible</li><li>● Team player</li><li>● Proactive and motivated</li><li>● Able to work on own initiative</li><li>● Committed towards upholding the ethos and values of the school, openly modelling these at all times</li></ul>

Landkey Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.