



*Believe Succeed & Grow*



## **Administration Assistant – Job Description** **January 2018**

<b>Grade</b>	Band 2 to mid-point
<b>Reports to</b>	Headteacher, Office Manager (as applicable)
<b>Liaison with</b>	Headteacher, Administration colleagues and Office Manager, Other staff Pupils, Parents, External Agencies, ECC staff
<b>Purpose of the Job</b>	To provide an effective and efficient clerical and welfare support to the school including some finance.

### **Welfare**

- To administer first aid to pupils as required, in keeping with the school's policy
- To monitor first aid supplies and order as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits from nurse, dentist and other professionals
- To assist with the general welfare of pupils

### **Reception**

- To be the first point of contact for both telephone and face to face enquiries and take and relay messages where appropriate.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.

### **Clerical**

- To undertake typing and word processing as required
- To produce the school newsletter
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To maintain the school electronic diary
- To maintain the website including uploading policies and documents
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps
- To provide general clerical support as required
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details

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- To undertake 'first day calling'
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school visits in liaison with the teaching staff
- To maintain the text/email system used to notify parents and staff

### **Finance**

- To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents
- To be responsible for the electronic payment system
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- To prepare monies for banking
- To assist with financial administration such as placing orders, invoicing, collecting monies, issuing receipts etc
- To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies

### **General**

- To actively support the Christian ethos of the school as a church school.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



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**Administration Assistant – Person Description**  
**January 2018**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent First Aid Qualification Completion of DFE induction programme
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
<b>Communication</b>	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

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	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
	<b>General</b>	Equalities
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role