

Job description

Job Title

Administration Assistant

Grade

2023 Scale 3 (Band 2 Mid)

Reports to

Executive Assistant, Head of School and Executive Headteacher

Liaison with

Executive Headteacher, Head of School, Executive Assistant, Other Staff, Pupils, Parents, External Agencies, Visitors, Vine Schools Trust staff, Governors

Job Purpose

To provide effective and efficient clerical and welfare support to the school

Duties

Welfare

- Co-ordinate the pupil daily registration process. Check online registers and follow up absences.
- To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits of nurse, dentist etc
- 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 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 filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- Sending of outgoing post and sorting incoming post, including the purchase of stamps
- To provide general clerical support as required
- To assist with the monitoring and maintenance of stock
- To assist with the administration of school visits in liaison with the teaching staff
- To undertake routine data input and typing
- To assist with lost property

General

- 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 or 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

PERSON SPECIFICATION – Administration Assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	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
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic 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