

# St Barnabas Multi Academy Trust

## Job Description

Title	Administrative Assistant
Salary grade	D
Responsible to	Headteacher, Academy Business Manager, Academy Admin/Finance Team
Line Manager	Headteacher
Important functional relationships	Internal: School Administrative Assistant, Academy Finance/Admin Team, Head Teacher, school staff, Governors, pupils External: LA representatives, suppliers of goods and services, contractors, parents, visitors to the school.
Main Purpose of role	To provide clerical support to the school, Headteacher, School Management Team and Academy Admin/Finance Team.
Duties and responsibilities	<ul style="list-style-type: none"> <li>● To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required by the Administrative Officer/School Administrator and/or School Management Team.</li> <li>● To undertake photocopying and document collation as requested.</li> <li>● To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.</li> <li>● To input new and updated information on the school's computerised system for pupils records, and ensuring all records are maintained and up to date. To assist in the production of reports, lists and other information relating to pupils' records as requested.</li> <li>● To assist in the inputting of employee data onto the management system as requested and to ensure all records are accurate and up to date and complete statutory returns.</li> <li>● To maintain accurate school attendance records and process data in accordance with the recognised administrative procedures for maintaining up to date attendance records. To assist in the production of reports and statistical information relating to school attendance as requested.</li> <li>● To manage the receipt, recording and holding of lost property.</li> <li>● To obtain information from pastoral teams and to prepare and</li> </ul>

distribute pastoral briefing reports to staff as requested.

- To welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. To liaise with staff, Governors, pupils, parents and outside agencies as and when required.
- To open, sort and distribute incoming mail to the school in a timely manner. To send, receive and distribute faxes in a timely manner. To check the Information Exchange and school emails on a daily basis and distribute information as appropriate.
- To prepare and record outgoing mail (including examination papers) appropriately, including the operation and security of the school's franking machine/postage stamp system. To liaise with postal services, courier services and examination boards as necessary.
- To maintain the Fixed Asset Register and keep updated.
- To maintain the school's website and social media applications.
- To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To assist the Academy Finance officer and Academy Admin/Finance team in collection of receipts relating to payments made by the school and the issuing of receipts for payments made to the school, ensuring all invoices and receipts are sent to the trust's central office.
- To undertake other duties appropriate to the grading of the post as required.
- To assist in the maintenance of the school meals' records, and weekly/monthly returns.
- To assist in the stock-taking and replenishment of stationery and miscellaneous stocks as directed by the Head Teacher.
- To assist in arrangements and organisation of school medicals, vaccinations and eye tests for pupils. To undertake administration relating to medicines, prescribed drugs and first aid, including administering prescribed drugs.
- To undertake personnel administration including completion of payroll forms, staff sickness forms, maintaining staff personal files and maintaining computerised staff records.
- To assist in arrangements, organisation and associated administration of supply teaching to cover teaching staff absence.

	<ul style="list-style-type: none"> <li>● To assist in the arrangements and administration associated with music tuition provided by the Music Service.</li> <li>● To assist in the administration associated with the time-tabling, organisation and invigilation of the School's assessment programme.</li> <li>● To assist in the receipt of results and certificates, including the distribution of certificates, collation of assessment results and provision of results statistics as requested.</li> </ul>	
	<b>Person Specification</b>	
	<b>Essential</b>	<b>Desirable</b>
Qualifications	GCSE grade C or above in English and Maths	Attainment of level 3 qualifications or equivalent.  OCR level 2/3
Knowledge and Experience	Good practical knowledge, skills and experience of working in an office environment.  Practical experience of word processing, e-mail & other office electronic applications.  .	Experience of working with a school/college environment.  Experience of a school management system.  Knowledge of book keeping and maintaining accounts.
Skills & Abilities	Good typing and word processing skills.  Good organisational skills.  Good communication skills.  Basic IT skills.	
Additional	Able to prioritise between different demands.  Able to work to deadlines.  Self-motivated, and able to work in a team.	

	<p>Discreet &amp; confidential.</p> <p>Comfortable with young people and children.</p> <p>Patient and friendly approach.</p> <p>Reliable, enthusiastic, and flexible.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	
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