



JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

Name: Administrative Assistant	Starting Date: 6 th January 2025
Salary Grade: G (Point 8) FTE £25,992	Responsible to: Office Manager
Status of Post: Administration	Hours: 40 hours per week 8.00am – 4.30 pm Mon-Fri 39 weeks per year to include all training days. Part time (2 days a week) or full time considered for the right candidate.

CORE PURPOSE OF POST

- Provide an effective, efficient and positive receptionist service to all parents, visitors and callers to the school.
- Provide administrative support to staff within the school.
- Take lead admin role responsible for attendance (including reporting, contacting parents about absence and liaising with SLT).

KEY TASKS

- Act as a first point of contact for parents/carers, students and visitors to the school, on the phone and face to face.
- In all dealings, to demonstrate care, diplomacy, professionalism and courtesy whilst following school policy.
- Ensure visitors sign in and out of the school using the Entrysign system and issue appropriate badges where necessary.
- Liaise with the site staff to ensure prompt movement of deliveries into the school. Ensuring that the office/entrance area is tidy and free of hazards at all times.
- Provide effective assistance for staff and students with any enquiries made at the school office.
- Answer routine queries as appropriate and refer more complex or sensitive matters to the appropriate member of staff.

- Resolve or redirect queries and give advice where appropriate whilst maintaining school standards.
- Ensure all telephone messages are collected and passed on as appropriate.
- Receive, open and organise correspondence, taking appropriate action e.g. redirecting or responding in a secure manner.
- Contribute to and assist with the school's administrative support through the use of office technology.
- Make full use of and successfully navigate the Office 365, Management Information System (MIS) and other software applications in order to create spreadsheets, documents and presentations.
- To lead the recording, monitoring and collating of school attendance; where required to support attendance meetings including providing all necessary information.
- To collate reports on attendance for both internal and external use.
- To liaise with SLT and external agencies on child attendance.
- To follow up on child absence.
- To ensure robust systems are in place for new starters and those leaving, ensuring safeguarding policies are followed.
- Produce and publish communications for staff to the wider community.
- Assist with proof reading of internal and external documentation to be published.
- Ensure all allocated regular or scheduled administrative tasks are performed on time.
- Update and maintain the relevant filing and archive management or reception records ensuring accuracy and confidentiality.
- Assist parents with Arbor enquiries.
- Assist with reprographics.
- Assist with administration of admissions and whole school events, i.e. parents evenings, open evenings etc.
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.
- Undertake such other duties as may be reasonably required appropriate for the level of the post.
- Comply with all decisions, policies and procedures of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Act.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and students and take appropriate action should the need arise.
- Participate in relevant training and development opportunities as required (attendance at all INSET days).
- Attend relevant school meetings as required.
- Retain the confidentiality of all aspects of school life in order to prevent disclosure of confidential and sensitive information.

GENERAL

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description sets out the major duties and other tasks associated with the stated purpose of the post. The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post holder to undertake this new/varied work. This job description may be amended at any time following discussion between the Headteacher or other senior staff and will be reviewed annually.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualification and Education		
A good standard of English and Maths at GCSE A*-C or equivalent.	✓	
Experience		
Experience of working in a reception/administration role	✓	
Experience of working in a primary/secondary school or other educational based background		✓
Experience of prioritising workloads, time management and dealing with conflicting priorities	✓	
Experience of monitoring and recording pupil attendance	✓	
Skills and Abilities		
Excellent customer service and communication skills	✓	
Competent in use of IT	✓	
Flexible, proactive, positive approach to work	✓	
Ability to deal sensitively and appropriately with confidential, personal information	✓	
Be aligned to the mission and values of the school	✓	
Knowledge		
Knowledge of child safeguarding procedures	✓	
Knowledge of schools and education	✓	