

Job description: Administrative Assistant

Location	Lincoln Carlton Academy
Contract term	Permanent
Full time/term time	35 hours per week, 39 weeks per year
Pay range	G3
Reporting to	Senior Administrator

Job purpose

To provide administrative support to ensure the smooth running of the school.

Main duties and responsibilities

- To provide administrative support including filing, word processing, telephone, emails and reprographics using a variety of computer software programmes.
- Ensure all communication leaving the school is consistent with our school values.
- To assist in the organisation of school events and processes such as After School activities and Parent's Evenings.
- Day to day use and upkeep of MIS to input and manage pupil data and set up staff logins. Use MIS to complete Census returns and other data collections and for the completion of reports as required.
- To ensure cash received is secure along with clear details of the source and purpose of the money. Use of MIS for the payment of school meals and trips.
- Liaise with Chef from the school meals provider to ensure dinner lists for both schools are up to date and allergy information communicated.
- Maintain school calendar and ensure staff are updated of events and visitors.
- Liaise with external companies (e.g. Cool Milk, Home-School Transport) etc to ensure a smooth transfer of information.
- Oversee the training, supervision and delegation of duties to Clerical Assistant to cover all responsibilities of the school office.
- Complete paperwork for school trips and other activities as requested.
- To ensure the compilation, maintenance and analysis of registers.
- To oversee the admissions process, including September and Mid-Year, liaising with LCC, Staff and Feeder Schools as required.
- Liaise with family support worker and other staff members as directed regarding issues relating to individual pupils. Form part of the Attendance team in conjunction with Head and Family Support Worker.
- Medicines

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Administrative Assistant

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
GCSE Maths and English grade C or above	✓	
Administrative qualification		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience working in an office environment	✓	
Experience of dealing with the public (face to face and on the telephone)	✓	
High level of working knowledge of Word, Excel, Outlook	✓	
Experience working in a school office		✓
Understanding of GDPR		✓
Experience of providing administrative support to individuals		✓
Experience of financial or communication apps or software		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Positive	✓	
Flexible/adaptable	✓	
Reliable	✓	
Willingness to learn	✓	
Able to work on own initiative	✓	

