



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

Administration Assistant
with Responsibility





JOB TITLE: Administration Assistant with responsibility for Admissions and Attendance

REPORTS TO: Head Teacher

BAND: Grade B

JOB PURPOSE

To work in close liaison with the Head Teacher and Senior Leadership Team taking decisions on day-to-day operational matters within guidelines, policies and procedures.

To lead a professional reception service to the school liaising with teaching staff, support staff, pupils, parents and visitors.

To provide administration support with all forms of communication, ICT support including data entry, receiving and distributing deliveries.

To lead on pupil admissions and attendance administration.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

Senior Administration

- Coordinate processes and procedures in all aspects of administration in the school.
- To maintain a purposeful, orderly and supportive working environment.
- To support quality assurance within the office team.
- To work with the senior leadership team and Head Teacher to design, develop and implement processes and administrative procedures that work effectively.
- On a day-to-day basis, manage and ensure the accurate maintenance of the information management system.
- Oversee the provision of analytical/statistical data to staff, parents, LA and outside agencies.
- Assist with organisation and management of school trips, breakfast club and afterschool clubs.
- Lead the school reception duties including ensuring security and safeguarding requirements are met.

Attendance

- Administration relating to the collection, recording and monitoring of all data in relation to pupil attendance, absence and exclusions to allow data analysis and provide information to staff and outside agencies. This includes:
 - Electronic and Manual (when required) registration.
 - Phoning parents re. first day contact.
 - Entering absence and late information onto the School systems.
 - Letters and telephone calls relating to non-attendance and lateness, including all letters up to referral stage.
 - Leave of absence requests including the issue of penalty notices.
 - Pupil exclusions letters and entering onto the school systems.
- Liaising with and providing relevant attendance data and/or reports for staff and outside agencies.
- Attend meetings with external agencies and parents relating to attendance, taking notes as and when required.

Admissions

- To undertake all aspects of the pupil admissions process including new intakes, and mid-year transfers relating to school admissions.
- Administration relating to all leavers ensuring the transfer of children's records to other schools as required.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details.
- To be responsible for the preparation, authorisation by SLT and timely submission of pupil census returns.

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 visitors' book.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.
- Calls to parents/carers at the request of teachers.
- Trouble shooting problems/issues for parents.
- Attend meetings and training sessions as required.
- Be involved in extra curricula activities, e.g. open days, presentation evenings.

Welfare:

- In the absence of the First Aider, to liaise with parents regarding pupils sickness/injury.
- To assist with visits from nurse, dentist etc.
- To assist with the general welfare of pupils.
- To pass on monies/lunches/messages.
- To prepare weekly activities for pupil groups for various activities and obtaining consent from parents.
- To enter attendance data onto SIMS as and when required.
- To complete first day absence calls when required, reporting issues in line with the School's policies for health and safety, child protection, behaviour management etc.



Clerical:

- To undertake typing and word processing as required.
- To undertake filing, photocopying and reprographic work as required.
- To complete the administration of School Gateway, including supporting in the recovery of outstanding dinner monies owed to the school.
- To complete the administration around the Thurrock Music School, internal and external clubs and other timetabled events.
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps and crediting of the franking machine.
- To provide general clerical support as required.
- To offer support to teachers for various things including locating teachers, students etc.
- Accessing information on the SIMS system for telephone numbers and contact details.
- Upkeep of on-call folder.
- Photocopying and distributing completed forms.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

In the event that this role is filled on a shared responsibilities basis (job share), the line manager in liaison with the Head Teacher will, through discussion with the post holders determine the specifically allocated responsibilities for each individual.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	At least English GSCE (A-C) level or equivalent
	Numeracy	At least Maths GSCE (A-C) level or equivalent
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to 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	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	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
	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
Responsibilities	Organisational skills	Good organisational skills



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		Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	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	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance