

**JOB DESCRIPTION: Administration Assistant**

**SCHOOL:** This post is based at Southfield Primary Academy.

**JOB PURPOSE:** To provide administrative support to the school community.

**RESPONSIBLE TO** Admin Manager / PA to SLT

**GRADE:** L2

**PRINCIPAL RESPONSIBILITIES:**

|  |  |  |
| --- | --- | --- |
| 1. | Maintain the administrative systems within the school office. These include procedures associated with the taking of cash payments, ordering stationery and other resources as requested.  |  |
| 2. | Maintain computerised systems for pupil data, achievement records, admissions and attendance; verifying data, identifying and rectifying anomalies and producing all reports and management information as required. In relation to pupil absence, support the work of the Attendance Officer as and when required.  |  |
| 3. | Staff the school switchboard and reception responding to queries from parents and visitors, taking messages and passing calls to colleagues effectively and efficiently. |  |
| 4. | Undertake filing and shredding of documents to support the Headteacher and teaching staff of the school, ensuring that deadlines are met and confidentiality is maintained at all times. |  |
| 5. | Support class teachers with photocopying, organisation of resources, and other administrative requirements. |  |
| 6. | Provide cover, as requested in the medical room, contacting parents in the event of injury, sickness, administering basic first aid and maintaining all necessary records.  |  |
| 7. | Undertake general clerical duties including opening and distribution of mail, filing, photocopying, emailing etc. |  |
| 8. | Make organisational arrangements as required such as those in relation to school visits and trips, school photographer, medical checks.  |  |

**DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Office, ICT equipment

**Other:**

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

*Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

|  |
| --- |
| **Please make sure, when completing your application form, you give clear examples** **of how you meet the essential and desirable criteria.** |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Demonstrable work experience in a general office environment including working within administrative and financial procedures. Demonstrable experience of using word-processing, spreadsheets, databases and IT packages. | 1,2,3 1,2,3 | Experience in use of Microsoft Office, including Word and ExcelExperience of working in a school environment. | 1,2,31,2 |
| **Skills/Abilities** | Able to follow and work within procedures and guidelines.Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.Able to check information and maintain accurate records. Able to add, subtract, multiply and divide, and reconcile figures.Able to write straightforward letters and read instructions.Able to use initiative within defined procedures.Able to manage own workload and meet deadlines, which may at times be competing.Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English | 1,21,21,21,21,21,2 1,2  |  |  |
| **Competencies** | Able to form appropriaterelationships with young people | 1,2 |  |  |
| **Equality Issues** | Able to recognise some forms of discrimination, which commonly exist.  | 1,2 |  |  |
| **Specialist Knowledge** |  |  | Some knowledge of Management Information Systems (MIS).First aid certificate, or willingness to train. | 1,21,2,4 |
| **Education and Training** |  |  | RSA Stage 2 or equivalent qualification or equivalent experience. | 1, 4 |
| **Other Requirements** | Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods. | 1 |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998)

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

*CVs will not be accepted for any posts based in schools.*