



St Mary's CofE Primary School School Admin Assistant

Job Description

Job Title:	School Admin assistant		
Salary:	GR2	Hours:	37.5
Contract Type:	Term Time Only (TTO)		
Reporting to:	Office Manager		

Main Purpose:

To be responsible for the school's reception service and to provide a range of administrative support services, as a member of the school administration team in order for the school office to function.

Duties and responsibilities

1	Providing reception and switchboard support to the school.
2	Welcoming visitors to the school and following the schools' Child Protection procedures for all visitors.
3	Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
4	Manage the induction of new pupils
4	Use the school MIS system
4	Taking telephone calls responding to enquiries and delivering messages as appropriate.
5	Providing clerical support to the school's administrative function
6	Ensuring that attendance registers are collated using the schools MIS system each morning and afternoon, for use by teaching staff
7	Receiving and sorting incoming mail for delivery to appropriate staff
8	Recording, stamping/franking and posting outgoing mail
9	Routine word processing, as and when required
10	To undertake filing, reprographic duties and associated tasks
11	To administrate after school clubs
12	Assist with the schools enquiry email
13	Assist with the administering of medicine to pupils
13	Any other duties as commensurate within the grade in order to ensure the smooth running of the school
General	
1	To be flexible and highly organised.
2	To work to deadlines in a calm and confident manner when under pressure.
3	To use Arbor on a daily basis for school administration.
4	To use all other school database facilities in order to carry out various tasks.
Confidentiality	
1	To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its stakeholders.
2	To understand Data Protection and Confidentiality
3	To comply with the relevant electronic communication, safety and confidentiality updates.

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

Supervision received

Supervising officer's job title:

Level of Supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within established subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

Supervision given

Post title:

Grade:

No of posts:

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher / Head of School.

This job description may be amended at any time in consultation with the postholder.

Signed:

Name:

Date:



Person Specification

Criteria	Qualities	Method of assessment
Qualifications	An intermediate or above qualification in word processing/typing skills	AF / C
	GCSE English and Maths (grades A*-C) or equivalent	AF / C
Experience	Experience in a general administration environment	AF / I
	Typing experience	AF / I
	Experience of using database applications (i.e Arbor)	AF / I
	Experience of Microsoft Word package	AF / I
	Experience of reception work	AF / I
Skills and knowledge	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	Able to communicate effectively and accurately both verbally and in writing	I
	Able to communicate in a clear and concise manner both on the telephone and face to face	I
	Ability to write clear, letters and reports	I
	Ability to complete work to the required standards of accuracy and presentation	I
	Able to follow set procedures	I
	Ability to develop and maintain effective working relationships with a wide range of people	I
	Ability to work on own initiative with minimum	I
	Knowledge of standard officer procedures	I
	Knowledge of standard office equipment	I
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Ability to work under pressure and prioritise effectively	I
	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and welfare of pupils, and equality	AF / I
	Deals with difficult situations effectively	I
	Embraces change well	I
DBS Clearance		

AF – Application form

C – Certificate

I – Interview

T – Test or exercise

P - Presentation