**St. Peter’s C.E. Primary School, Edgmond**

**Administrative Assistant – Job Description**

**Post Title:** Administrative Assistant

**Post Grade:**  Scale 2 Points 3 - 4

**Rates of Pay:** £11.79 - £11.98 per hour

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| **Job Purpose** |
| To support our Administrator to ensure the daily administration and smooth running of the school office. The office is the hub of the school where a wide range of demands need to be met to a high professional standard. This role will be the first point of contact for parents, carers, volunteers, contractors and other members of the community, as well as governors, staff, and pupils. |
| **Major Tasks**  |
| * Carry out general office duties supporting the Office Administrator, such as dealing with enquiries from visitors/parents in person/over the telephone, producing letters, photocopying, filing etc.
* Support the Administrator to ensure paper and electronic systems e.g. Management Information Systems (MIS) are up to date and accurate.
* Distribute items that are delivered to the school office across the school (i.e. fruit / milk, late packed lunches, PE kit etc.).
* Carry out admissions tasks to ensure that new starter and leaver information (pupils) is accurately recorded in the pupil MIS and arrangements for the upload/import of CTF files and where applicable, the secure delivery/receipt of paper files is carried out within the required timescales
* Ensure that information on pupils on roll, e.g. Free School Meals (FSM), dietary, medical, emergency contacts are up to date and recorded appropriately in the pupil Management Information System (MIS) or other applicable systems
* Record pupil attendance information on the pupil MIS, process holiday requests from parents, contact parents where no explanation for absence has been received and escalate attendance issues to the attendance lead.
* Collate lunch numbers and liaise with caterers daily.
* Support the Administrator with the production of registers for wraparound and extra-curricular clubs and monitor communication with and payments made by parents using the ParentPay electronic system.
* Under the direction of the Administrator, ensure all office and administrative functions adhere to Data Protection and General Data Protection Regulations (GDPR).
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| **Contacts & Relationships** |
| * Develop and maintain constructive relationships with all stakeholders including children, parents, governors, staff, suppliers and external agencies.
* Contact parents as required throughout the school day.
* Deal with incoming mail and ensure that mail is dispatched promptly, urgent matters are referred quickly and efficiently, and action taken to respond to routine correspondence in accordance with school procedures.
* Respond to correspondence via the school’s main email address or forward to relevant staff as appropriate.
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| **Creativity** |
| * Support the Headteacher and the Administrator with the production of the weekly school newsletter.
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| **Decisions** |
| * Contribute to the overall ethos/work/aims of our school and nursery.
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| **Management & Supervision** |
| * No Management or Supervisory responsibilities
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| **Supervision Recieved** |
| * The postholder will be supervised at all times
* Regular team briefings and meetings will take place.
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| **Complexity** |
| * The post holder will be working alongside colleagues to help ensure the smooth day-to-day running of the school.
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| **Resources** |
| * Complete stock takes identifying materials required to ensure sufficient stock for the school to run effectively i.e., stationery, first aid supplies.
* Support the Office Co-Ordinator with the purchase order and goods receipting process.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 |
| **Impact** |
| * The post holder will contribute to the smooth running of the school office.
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| **Physical Demands** |
| * Mainly desk-based work.
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| **Working environment** |
| * School office
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| **Emotional Context** |
| * Some safeguarding concerns may need to be passed on.
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| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow all school policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children  |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good numeracy/literacy skills
* Training in the relevant IT software, e.g. Microsoft Office, SIMS.
* A positive approach to completing other relevant short courses and qualifications
* Some understanding of the importance of Health & Safety and Safeguarding.
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| **Experience** | * Working in a general office / administration environment.
* Proficient in Word and Excel.
* Reception work / first contact with customers / visitors.
* Experience of working with standard office equipment e.g. photocopier.
* Standard office procedures.
* School management information systems.
* Working with General Data Protection Regulations.
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| **Knowledge** | * Standard office procedures
* Microsoft Office: Word and Excel / keyboard skills
* Database / Management Information Systems
* GDPR
* Basic Health and Safety
* Safeguarding
* Record keeping
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| **Skills** | * Communicate confidently, effectively, and accurately – spoken and written
* Communicate in a clear and polite manner on the telephone and face to face
* Compose clear messages via email and letters
* Administration of events to deadlines
* Complete work accurately
* Knowledge of standard office equipment
* Good organisational, record keeping and planning skills
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| **Personal style & behaviours** | * Work effectively with a wide range of people
* Ability to work with minimum supervision
* Confidentiality
* Sensitivity
* Punctuality
* Patience
* Reliability and trustworthiness
* A positive approach to inclusive practice with children and colleagues
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| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. |
| **Political Restrictions** | This post is not subject to political restrictions. |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✓ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>