



## **Arundale Primary School** **Administration Assistant – Job Description**

<b>Job Title:</b>	<b>Administration Assistant</b>
<b>Responsible to:</b>	<b>School Bursar</b>
<b>Salary Scale:</b>	<b>Grade D Point 7 – 10</b>
<b>Contracted Hours:</b>	<b>36 hours per week – Term Time Only</b>

### **Purpose of Post:**

Working with the Head of School and School Bursar, in accordance with agreed priorities and policies, and consistent with national and local negotiated agreements and regulations as may pertain, to:

1. Contribute to the planning, development and supervising of the wide range of support services required to help the school achieve excellence in the full range of its activities;
2. Under the direction of the School Bursar to carry out effectively a range of reception, administrative, secretarial and financial functions;
3. Work as a highly professional and dedicated member of the schools overall complement, in many cases as the first point of contact within the school;
4. Undertake any training deemed necessary by Senior Management; and
5. To complete all tasks in a way which will reflect the main ethos of the school

### **MAIN DUTIES & RESPONSIBILITIES:**

#### **Communication**

1. Provide and contribute to effective communication between parents/carers, staff and pupils, i.e. newsletters, letters of correspondence and updating the school website
2. Be the first point of contact for receiving telephone calls
3. To contribute to the effective organisation of the school by managing the email system and school diary and assist in the development and maintenance of a good hub of communications within the school, i.e. between teachers, non-teaching staff, pupils and parents and outside the school, with other schools and external agencies
4. To promote a positive image of the school when dealing with members of the public and outside agencies
5. To undertake reception duties, acting as first point of contact with the school, responding to enquiries and receiving visitors to ensure a positive reception experience
6. Provide advice and guidance to staff, governors, parents and others on complex issues
7. Process incoming and outgoing mail, ensuring confidentiality of correspondence marked as such

#### **Administration**

1. Assist the School Bursar to identify, design and implement appropriate systems and procedures within the office and monitor and review the effectiveness
2. Under the direction of the School Bursar manage files/records/reports as an evidence base for the Ofsted framework
3. Prepare and maintain school admission registers and maintain pupil records, including starting new pupils and Key Stage transfers
4. Assist with the organisation of school trips/fundraising events and be willing to support these events outside of school hours if necessary
5. Provide efficient administration and communication support to staff for arrangements for school trips
6. Maintain the accurate recording and updating of pupil and staff information using both manual and computerised records
7. Provide administrative and organisational support to Senior Leadership Team, school staff and the Governing Body, typing correspondence, Governors reports, take minutes at meetings and confidential items etc
8. Complete and submit complex forms and statutory returns to internal and external bodies
9. Assist with marketing and promotion of the school

**Finance**

1. Under the direction of the School Bursar manage the accurate recording of all income and issue receipts as appropriate; manage the online payment system
2. Bank all income weekly in line with school policies and procedures
3. Liaise with parents/carers regarding payment methods and send letters weekly/monthly to parents to recover any debts
4. Maintain stock levels for stationery supplies. Organise storage area and assist in the cataloguing and distributing as required
5. In line with school's financial procedures order resources, equipment, materials and services whilst ensuring best value. Ensure all goods/services received are accurate with order requisition
6. Process orders and invoices in order to make timely payments for all goods/services received
7. Operate and maintain a petty cash system for the school

**ICT**

1. To assist with the development of the effective use of SIMs and FMS (the school's databases), to meet continually changing school needs
2. Create and use complex Excel spreadsheets, Word documents, database reports and other complex IT based tasks
3. Management of the wide range of data supplied to and used by the school; including the accurate input and retrieval of pupil data, census information and statutory assessment returns
4. To operate office-based new technology equipment and associated clerical systems

**Self-Development**

1. Review and develop own professional practice, undertaking relevant training as required and constantly strive to improve systems/procedures so that school meets targets and priorities
2. To work effectively in a team to contribute to the overall ethos/priorities/aims of the school
3. To attend and participate in meetings as required
4. To cover as/when necessary for office staff absence
5. To work flexibly in the interest of the school and undertake such additional duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

**Signed:**

..... **Head of School**

..... **Post Holder**

**Date:** .....

# Arundale Primary School



## Administration Assistant – Person Specification

Attributes	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level with Maths and English at Grades A* - C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3</li> <li>Evidence of continued professional study</li> <li>Possess an appropriate typing/word processing qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working in financial management (cash management, accounting, financial reporting, debt management and purchasing procedures)</li> <li>Experience of implementing and developing office systems</li> <li>Experience of working on own initiative and working in a team environment</li> <li>Ability to cope with conflicting demands, deadlines and interruptions</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a school or educational environment</li> <li>Experience in income generation</li> </ul>
<b>Skills/Knowledge/Aptitude</b>	<ul style="list-style-type: none"> <li>Has excellent organisational and time-management skills</li> <li>Has the ability to work under pressure and prioritise work quickly</li> <li>Good inter-personal skills and emotional intelligence</li> <li>Develop and maintain good relationships and communicate effectively with a wide range of people, including pupils, parents and outside agencies</li> <li>Experience of computerised systems for financial records and budgetary control</li> <li>Competent in accountancy procedures and financial management</li> <li>Maintain confidentiality at all times unless the safety and well-being of service users are a cause for concern</li> <li>Has problem solving/creative skills</li> <li>Ability to present information in a logical, clear and concise format and to communicate this effectively to stakeholders, both verbally and in writing</li> <li>Ability to work collaboratively with a range of colleagues</li> <li>Excellent ICT skills, confident and adept in the use of Microsoft applications e.g. Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SIMS and FMS software</li> <li>An awareness of 'safeguarding children' procedures</li> </ul>