Stalyhill Infant School

Person Specification – Administration Assistant

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| Attributes | Essential | How Identified | Desirable | How Identified |
| Education /  Qualification | * Educated to GCSE level with Maths and English at Grades A\* - C or equivalent | A I | * Further qualifications in an area relevant to the Job Description | A I |
| Experience | * Recent experience of handling money/financial administration * Liaising with members of the public * General office administration * Recent experience with a high level of competency with relevant software packages (Microsoft Office products Word, Excel, PowerPoint, and Outlook) | A I T  A I R  A I R  A I T R | Experience of:   * Working in a primary school environment * School office administration * Experience of school’s software packages SIMS.net, SIMS FMS | A I R  A I R  A I R |
| Skills/Knowledge/  Aptitude | * Good IT and word processing skills * Good telephone and interpersonal skills * Ability to communicate effectively, orally and in writing and form good relationships with staff and parents * Good organisation skills * Able to prioritise own workload and work using own initiative * Work effectively as part of a team * Outstanding numeracy and literacy skills including spelling, punctuation and document layout * Exercises tact and diplomacy where appropriate * Recognise and understand the need for confidentiality * Ability to fulfil all spoken aspects of the role with confidence through the medium of English * Ability to converse at ease with staff, visitors and children and provide advice in accurate spoken English * Willingness to undertake further training/development opportunities * Willingness to be flexible | A I T R  A I  A I  A I R  A I R  A I R  A I  A I  A I R  A I  A I  A I  A I |  |  |
| Other | * Understands school roles and responsibilities and own role within these * Commitment to the overall aims and targets of the school * Commitment to training and self-development * To take responsibility for promoting and safeguarding the welfare of children in school. | A I  A I  A I  A I R |  |  |

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

A-Application T – Test

I – Interview R- References

STALYHILL INFANT SCHOOL

JOB DESCRIPTION

**POST TITLE:** ADMINISTRATION ASSISTANT

**RESPONSIBLE TO:** School Business Manager

**GRADE:** C (Point 5-6)

POST OBJECTIVES: Under the direction of senior staff, to provide general administration support to the school.

**MAIN DUTIES AND RESPONSIBILITIES**

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| ADMINISTRATION |
| * Provide general clerical and administration support, including photocopying, filing, e-mailing, completing forms, responding to routine correspondence and other IT based tasks for the Head teacher, staff and Governors. * Undertake financial administration, receive and process monies, income, and orders, including processing and banking of cash and cheques and issue of receipts. * Assist in arrangements for school trips, transport and events. * Maintain manual and computerised records through the school’s management information systems (SIMS.net, SIMS FMS) * To sort and distribute incoming and outgoing mail, e-mail and messages to staff. * Produce, maintain, update and collate pupils and school data and records including registers, attendance and school meal registers. * To assist in the management of the text/email contact system and responsible for sending communication via the text/email system |
| RESOURCES |
| * Operate relevant software and IT equipment including Microsoft Office products Word, Excel, PowerPoint, and Outlook * Assist with the maintenance of stock and supplies, cataloguing and distributing as required. |
| ORGANISATION |
| * Be the first point of contact on reception and undertake reception duties, answering general telephone and face to face enquiries and the signing in and out of visitors. * Assist with pupil welfare duties liaising with parents / carers and staff. * To assist in the organisation of whole school events and fund raising activities. * To assist in the provision of an attractive and welcoming school environment through assisting with displays and notice boards etc. * Ability and confidence to converse at ease with staff, visitors and children and fulfil all spoken aspects of the role through the medium of English * Provide effective communication between parents/carers, staff and pupils, and outside agencies |
| RESPONSIBILITIES |
| * To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility. * Demonstration of duties to support and train new employees as necessary * 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 * Contribute to the overall ethos/work/aims of the school * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required. |