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 TA I RA I RA 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 RA I RA 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
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| 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.
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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
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| 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.
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| 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
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| 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.
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