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**JOB PROFILE**

**TITLE:** Administrative Assistant

**RESPONSIBLE TO:** School Business Managers**/**Headteacher

**GRADE**: Grade D: Points 7 - 10

**Hours**: 36 Hours per week. Term Time Only

**PURPOSE OF POST:** To provide general administration support to the school

**CLOSING DATE:** Friday 7th June

**INTERVIEWS:** Thursday, 13th June 2019

**START DATE:** As soon as possible

**RESPONSIBILITIES:**

* Assist with pupil welfare duties including attendance, liaising with parents / carers, staff and outside agencies when required
* Monitor and maintain records of enrichment activities e.g. after school clubs and associated monies using web based payment system
* Collate and monitor attendance registers using school information management system (SIMS)
* Liaise with catering contractor and catering staff
* Support parents in online applications for primary school, secondary school, benefits etc
* Ensure all pupil data is current and accurate using the school’s information management system (SIMS)
* Maintain manual and computerised records relating to any payment made to the school via the online payment system and run reports as required
* Input safeguarding information using CPOMS
* Communicate with the school community using text, email and telephone as required
* Use a variety of software packages applicable to schools
* Pay suppliers via BACS using the financial management system (FMS)
* Undertake reception duties, answering general telephone and face to face enquiries and facilitate the signing in and out of all visitors
* Manage arrangements for transport relating to school trips
* Provide general clerical and administration support, including photocopying, filing and completing forms
* Manage the school’s email account and distribute related information received as required
* Complete and submit all statutory returns to the local authority within deadlines
* Maintain a daily log of monies held on school premises and ensure regular banking of any monies in school
* Complete a weekly school newsletter, upload to the school website and distribute to the school community using the text messaging service
* To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility
* Be aware of and comply with policies and procedures including child protection, safeguarding and data protection (GDPR)
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and developing of staff as appropriate
* Contribute to the overall ethos/work/aims of the school

**DIMENSIONS:**

**Supervisory Responsibility:** The job may involve the demonstration of duties to support and train new employees or trainees.

**Financial Responsibility:** Responsibility for basic financial record keeping, including accounting for and processing invoices, income and monies.

**Physical Effort:** Primarily office based with some requirement for standing, walking, lifting and carrying.

**Working Environment:** Maybe exposed to disagreeable and unpleasant or hazardous situations and abuse.

**KEY REQUIREMENTS:**

* Good communication skills
* Clerical / administration experience
* A high standard of English and Mathematics
* Excellent IT skills

**PERSON SPECIFICATION FOR ADMIN ASSISTANT**

All criteria are essential unless stated otherwise.

**General Experience**

* Experience of general clerical and administrative work
* Experience of working within a school environment (Desirable)

**Qualifications/Training**

* Possess good numeracy and literacy skills above GCSE grade C (or equivalent)

**Knowledge/Skills**

* Ability to manage own workload effectively
* Ability to remain calm and professional when under pressure
* Ability to be flexible
* Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, databases and word processing
* Possess good keyboard skills in order to produce high quality documents
* Have an awareness of the regulatory framework around education and schools (Desirable)
* Ability to relate well to children and adults
* Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to identify your own training and development needs and cooperate with the means to address these needs

**Personal Style and Behaviour**

* Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work
* Self-motivation and personal drive to complete tasks to the required timescales and quality standards
* Flexibility to adapt to changing workloads demands and new school challenges
* Personal commitment to continuous self-development
* Personal commitment to continuous school improvement
* Personal commitment to the school’s professional standards, including dress code as appropriate

**What we can offer you**

* A committed and supportive staffing team
* Excellent opportunities for training and personal development
* A happy and caring environment in which to work

**A clear enhanced disclosure check via Disclosure and Barring Service (DBS).**