



Admin Assistant

Job Description & Person Specification

Reports to: Headteacher / Office Manager

Salary: £20, 580 (pro rata £17,108.22)

Salary Scale: Scale 3, point 14 -17

Weeks per year: 39 weeks per year (0.83 FTE)

Hours per week: 35 hours per week; 7 hours per day (term time only)

Main purpose of the job:

To provide an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously. To act as an administrative assistant providing support for a range of office functions.

Main duties and responsibilities:

1. To co-ordinate the school's extended provision (after school clubs) and support the after school club assistant with administration e.g. pupil registers.
2. To take responsibility for managing bookings for extended provision e.g. use the ParentPay software effectively for facilitating online bookings, support parents by notifying them of the school offer and with the booking system.
3. To take responsibility for consumable stock and ensure that this is monitored carefully and replenished as required.
4. To support the Office Manager in raising orders using the Civica web portal.
5. To take responsibility for co-ordinating volunteers at the school and maintain up to date records.
6. To take responsibility for in year leavers e.g ensuring pupil files contain relevant information and are sent to the receiving school in a timely manner and carefully following the procedure for transferring child protection information.
7. To answer incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received. To relay messages to staff and pupils.
8. To receive all visitors and ensure they sign in and out in accordance with the school's procedures.
9. To deal with general day to day queries from staff, pupils, parents and other visitors to the school.
10. To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times (this is a particular priority at open evenings and school functions)
11. To provide First Aid cover in the absence of other First Aiders.
12. To use Microsoft Office to create / update documentation.
13. To assist with the preparation, distribution and collation of checklists for school meals numbers, and liaise with school catering staff on a daily basis.
14. To assist with the organisation of school trips, including booking coaches and venues.



15. To assist with the maintenance of the attendance/absence register on the school's management information system.
16. To assist with maintaining records of all pupils' changes of details e.g. addresses, telephone numbers.
17. To undertake photocopying, filing and general office duties.
18. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
19. To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
20. To carry out the above duties in accordance with the School's Equal Opportunities Policy.
21. To carry out the duties above and any other duties deemed reasonable as directed by the line manager.



PERSON SPECIFICATION

JOB TITLE: Admin Assistant

	Essential	Desirable
Qualifications and Training	GCSE A* - C (or equivalent) in English and Maths	Diploma, Foundation Degree credit Undertaken training in Arbor Undertaken first aid training Undertaken Civica training
Knowledge, Abilities, Skills, Experience	Knowledge of software packages used for: Word Processing e.g. Word Spreadsheets e.g. Excel Email e.g. Outlook Internet e.g. Internet Explorer Excellent telephone manner Excellent written and oral skills Excellent interpersonal skills Experience of working as part of an office environment	Experience of the reception function in a school office Experience of using ParentPay, Arbor and CIVICA.
Management/ Supervisory skills	To be able to work as part of a team and to lead as required	
Personal qualities/ attributes	To be able to develop positive relationships with children, colleagues and parents To have a high level of commitment towards your own continuing professional development To be flexible and approachable in a busy day to day environment Ability to cope with and adapt to change To demonstrate the commitment towards being part of the life of the school Ability to cope with conflicting demands, deadlines and interruptions	

All post holders at Bellevue Place Education Trust schools are expected to ensure the duties of the post are undertaken with due regard to the Trust's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and other relevant legislation.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, governors and volunteers to share this commitment. Successful applicants for people working with children will need to undertake a DBS enhanced clearance for this post.

This job description will be evaluated as part of the school's performance management procedures.