

Admin Assistant - Job Description

Salary: Band 6 (SCP's 7-11)

Hours: Full Time (37.5 hours per week)

Contract Type: Permanent

Reporting To: School Business Manager

Main:

To assist in the provision of high-quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.

Responsible to the School Business Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures, and guidelines, and prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected to liaise with senior team members to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the school to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking, and promoting the school to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Effort/ Demands:

- Will work under supervision and will frequently use own initiative, working to the priorities set by the School Business Manager
- To contribute to the overall ethos/work/aims of the school
- Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/workload and school priorities; assisting with the planning and development of the support services.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

Responsibilities:

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the school and assessing level of urgency
- Frequently dealing with routine and occasional less routine enquiries. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, liaising with senior members of staff to seek/verify authorisation for action.
- To support/assist in the supervision of less experienced staff, students on work experience, trainees and voluntary helpers.
- Training new and existing members of staff
- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration:

- Provide a high level of clerical support e.g. record and circulate messages to other members of staff, diary management, photocopying, filing, scanning, faxing, emailing, complete routine forms, and sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Create and maintain electronic/manual filing and information systems, including those of outside agencies e.g. DfE
- Maintain and collate pupil reports
- Data inputting of computerised records/management information systems, including payroll systems
- Produce, analyse and interpret data/information/ detailed reports on a regular basis as appropriate to the school to facilitate performance management in line with the completion of internal/external performance requirements e.g. pupils' data.
- Undertake typing, word processing and other IT based tasks (audio and copy typing services, letters, memos, minutes etc).
- Undertake routine administrating, responding to letters and emails/maintaining and updating distribution lists, registers, school meals/ arranging and coordinating meetings on behalf of other school/school lettings and other uses of school premises.
- Supporting the business manager with HR matters which relate to the school