

# Corbets Tey School

## Job Profile

<b>Job title:</b>	Administrative Assistant (30 hours per week, 41 weeks per year)
<b>Grade:</b>	APTC Scale 4
<b>School:</b>	Corbets Tey School
<b>Reports to:</b>	Headteacher
<b>Staff managed:</b>	None

### Job purpose and context

An Administrative Assistant is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders.

A significant aspect of this role is support the finance team in the operation of financial systems, processes and procedures. The role also includes providing support on reception, for the Headteacher and carrying out general administrative duties.

The Administrative Assistant is expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and issues in a sensitive manner.

### Roles and responsibilities

#### Financial

1. Operate the computerised personnel, payroll and financial information systems of the school for financial monitoring and data processing
2. Receive, record, and process incoming payments using the relevant financial systems of the council and the school
3. Collect debts and payments due by monitoring records, making requests and following up and taking action on responses
4. Process documents relating to goods and services ordered and received and to make and record payments
5. Use spreadsheet software to support the budgeting and accounting needs of the school
6. Coordinate and collate supplies, stock and ordering for school resources.
7. Support other members of the school staff in the operation of the school financial systems and procedures
8. Support teachers with administration, organisation and the provision and arrangement of resources
9. Communicate with people in person, on the telephone and using email to:
  - respond to queries and resolve problems and complaints
  - provide information and services to customer requirements
  - take and record messages (using the school systems)
10. Coordinate the receipt, sorting and distribution of incoming messages, post and deliveries and the collection and dispatch of outgoing mail, packages and so forth

## **Logistics and Reception Cover (as required)**

11. Be present at the main school reception as required in order to welcome visitors so that reception is always covered
12. Ensure that visitors are given, read and understand safeguarding and health and safety information on arrival
13. Sign visitors in and out of the site, complying with GDPR procedures at all times
14. Liaise and direct agency/temporary staff to appropriate classes to support HR in placement of cover
15. Issue appropriate visitor security passes according to safeguarding procedures (green or red lanyards) and to pursue, at the appropriate time, those that have not been returned
16. Be vigilant in monitoring the car park, ensuring that all persons entering the school report to reception and alerting senior staff where necessary
17. Support the Family Practitioner team and SLT in recording and investigating student absences and following up in line with school policy and procedures
18. Actively coordinate the collection and drop off of students each day; taking part in the daily notification of classes of bus, parent and student arrival
19. Answer all telephone calls received and to route such calls to appropriate extensions or to receive and pass on messages by email to intended members of the staff
20. Receive all inward and internal mail and parcels and advise staff responsible for distribution or collection
21. Prepare outgoing mail and organise for posting/collection
22. Ensure that the staff and student exit sheets, visitor sticker folder, class registers and staff sign-in sheets are taken to the assembly point in the event of a fire alarm or drill

## **Support for the Headteacher**

23. Support the Headteacher with administration tasks
24. Receive calls to the Headteacher when they are unavailable
25. Plan, organise and prepare paperwork and communicate key/essential information to ensure the Headteacher is well prepared for meetings
26. Analyse data and prepare information appropriate to the audience in a variety of creative formats including Word, Excel, PDF, PowerPoint and other reports for the Headteacher
27. Manage data management and filing for the Headteacher

## **General Duties**

28. Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
29. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
30. Complete school based induction and any subsequent training required to improve performance
31. Take part in the school performance management system.

## **Notes:**

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

**Corbets Tey School**  
**Administrative Assistant**  
**Person Specification**

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to follow directions given by Finance and Headteacher	✓		Application & interview
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to support in all areas of financial management	✓		Application & interview
Ability to use Word Processors, Spreadsheets and other office software	✓		Application & interview task
Ability to work independently and support the work of the school	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to demonstrate respect for all visitors and members of the school community	✓		Interview
Ability to maintain accurate financial records	✓		Application & interview task
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
<b>Knowledge</b>			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of financial practice and procedures	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
<b>Qualifications and experience</b>			
Comprehensive word processing and spreadsheet skills	✓		Application & interview task
A proficiency in mathematics	✓		Application & interview task
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
One year's experience, on a voluntary or paid basis, in an office or customer service environment	✓		Application & interview
Willingness and motivation to develop own skills	✓		Application & interview