THE LEATHERSELLERS’ FEDERATION OF SCHOOLS

PRENDERGAST PRIMARY SCHOOL

ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION

Salary

Scale 3 (point 5 - 6)

Working time

35 hours a week, 40 weeks a year (i.e. term time plus 5 days INSET and the last week of August)

Line of responsibility

The Receptionist will be directly responsible to the Senior Administrator

Job purpose

Under the instruction/guidance of senior staff: provide general administrative support to the school.

Duties and responsibilities

Organisation

* Deal with complex reception/visitor matters.
* Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Assist in arrangements for school trips, events etc.
* Contribute to the planning development and organisation of administration systems.

Administration

* Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
* Maintain manual and computerised records/management information systems.
* Take part in the updating of communication and information systems, including digital systems, used by the school such as the school website.
* Produce lists/information/data as required e.g. pupils’ data.
* Undertake typing and word-processing and other IT based tasks.
* Take notes at meetings.
* Sort and distribute mail.
* Undertake administrative procedures.
* Maintain and collate pupil reports.
* Undertake routine administration of school lettings and other uses of school premises.

Resources

* Operate relevant equipment/lCT packages (e.g. word, excel, databases, spreadsheets, Internet).
* Maintain stock and supplies, ordering as required (within an agreed budget) then cataloguing and distributing as required.
* Operate uniform/snack/other 'shops' within the school.
* Provide general advice and guidance to staff, pupils and others.
* Undertake financial administration for e.g. setting up accounts for Breakfast Club, After School Clubs, Music, dinners etc. And ensuring accounts are in credit, also chasing any overdue payments.
* Undertake financial administration e.g. processing orders, collecting and recording money relating to dinners, trips, school journey, after school clubs, sponsorship, music and uniform etc.

General

* To be flexible within the broad remit of the post.
* To attend school events as required.
* To attend training sessions and meetings as required.
* To ensure compliance within the school of data protection regulations.
* To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school’s performance management scheme.

ADMINISTRATIVE ASSISTANT: PERSON SPECIFICATION

Qualifications & Experience

* Studied to a minimum standard of GCSE (grade A\*- C) or equivalent, in English and
* Maths.
* Experience of working in a busy office environment.
* Previous administration experience.
* Appropriate First Aid training or willingness to undertake.

Knowledge & Skills

* Ability to build and form good relationships with colleagues and students.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers / contractors.
* Good standard of numeracy and literacy skills.
* Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.
* Ability to absorb and understand a wide range of information.
* Ability to maintain accurate records and filing systems.
* Ability to deal with confidential data / issues appropriately.
* Ability to work flexibly to attend school events outside of school hours.

Personal Qualities

* Initiative and ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the Leathersellers’ Federation’s ethos, aims and its whole community.