



## **JOB DESCRIPTION**

### **ADMINISTRATION ASSISTANT**

**Hours:** Term Time only + 2 weeks

**Salary:** Scale 3 Point 5 £23,837

**Permanent**

**Responsible to:** Office Manager and Headteacher

#### **MAIN PURPOSE OF THE POST**

To provide efficient and accurate general clerical, switchboard and administrative support.

To co-operate with teachers, teaching assistants, pupils and parents to provide a high-quality care in a stimulating environment with a commitment to the school's policies and Jewish Ethos.

To assist in the smooth welcoming and efficient running of the school's office.

To establish and maintain good relationships with all pupils' parents, staff, suppliers, contractors and all other stakeholders.

#### **MAIN DUTIES AND RESPONSIBILITIES**

1. To support the Office Manager in providing a front-line service to pupils, parents, staff and all other stakeholders
2. To help with the data input of pupil records and attendance
3. To help manage School Trips and responsible for all communication and ensuring timely and accurate information is sent out to parents, teachers and finance.
4. To help manage the credit control of school lunches, Breakfast Club, Afterschool Care and Afterschool Clubs
5. To help manage the After School Clubs, Peripatetic Lessons and School Trips
6. To help process purchase orders and invoices
7. Responsible for the post and distribution to staff and taking to the post box
8. Assisting in photocopying and general administration

#### **GENERAL RESPONSIBILITIES**

- To undertake and ensure that all administrative /clerical duties, checks and documentation including returns and reports, letters, photocopying, filing and email are completed to the required level of accuracy and within deadlines.
- To courteously welcome and receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, and deal with enquiries as required, maintaining strict safeguarding and security requirements at all times.
- To provide cover for other colleagues within the office area, including first aid, attendance and student support and provide assistance as required, cross training on the different technologies and processes to enable a seamless level of support.
- To ensure confidentiality is maintained at all times.
- To answer incoming emails and switchboard telephone calls, dealing with requests and enquiries, forwarding and taking messages as required.
- To take daily delivery, sort and forward all incoming mail and oversee outgoing post, taking appropriate action as necessary.
- To accept deliveries to the school as per procedures and make arrangements for their appropriate distribution.
- To be fully conversant with emergency procedures and protocol, including hoax callers.
- To assist in school emergencies as required, including confirming and locating staff, contacting emergency services and completing necessary documentation.
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- The post holder is required to attend relevant meetings and training sessions.

## **CHILD PROTECTION AND SAFEGUARDING**

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organization.
2. To be fully aware of the principles of safeguarding as they apply to vulnerable children and adults in relation to the worker's role.



3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Supervision arrangements:**

- Annual formal review of performance with Office Manager.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Headteacher and undertake work of a similar level not specified in this job description.
- This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Postholder Date: \_\_\_\_\_

**PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT**  
Essential = E Desirable = D

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| <b>Experience</b>                           | <ul style="list-style-type: none"> <li>• administrative experience within a professional or schools' environment</li> <li>• ability to work independently</li> <li>• a proactive approach</li> <li>• First aid qualification or willingness to obtain.</li> </ul>  | <p align="center">E<br/><br/>D<br/>D<br/>D</p>   |
| <b>Knowledge/Skills</b>                     | <ul style="list-style-type: none"> <li>• You will possess good literacy, numeracy and ICT skills</li> <li>• Possess excellent communication skills</li> <li>• Demonstrate a good standard of spoken and written English</li> <li>• To possess excellent interpersonal skills in the management of pupils and parents and other stakeholders</li> <li>• Highly proficient in use of MS Office including outlook, Word, Excel as well as office equipment.</li> <li>• Knowledge of education-based policies, procedures, codes of practice, and awareness of relevant legislation.</li> </ul>  | <p align="center">E<br/><br/>E<br/>E<br/><br/>E<br/><br/>E<br/>D</p>                               |
| <b>Personal Qualities &amp; Attributes:</b> | <ul style="list-style-type: none"> <li>• Able to follow direction from line manager.</li> <li>• Proactive and 'can do' attitude</li> <li>• Able to work flexibly and respond to unplanned situations.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• A proven record of a high level of attendance at work</li> <li>• Honesty, trustworthiness and a high level of pride in work undertaken</li> <li>• Able to work effectively with little supervision</li> <li>• Effective time manager</li> <li>• Polite and courteous to members of the public</li> </ul> | <p align="center">E<br/>E<br/>E<br/><br/>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/><br/>E<br/><br/>E</p> |

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|  | <ul style="list-style-type: none"> <li>• Calm and patient when under pressure</li> <li>• Co-operative with other employees, parents and visitors</li> <li>• Able to show initiative and work proactively to ensure the smooth running of the office</li> <li>• Commitment to equality principles and practice and to the school's equal opportunities policy</li> </ul> | <p>E<br/>E<br/>E<br/>E<br/><br/>E<br/><br/><br/>E</p> |
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