

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Primary School Administrative Assistant and Receptionist

Responsible to: Head Teacher

Hours and Scale: Band E. Term time only. 37 hours per week.

Job Purpose:

The post holder will provide professional, efficient and confidential administrative and technical support to the Head Teacher and provide a first point of contact for all visitors and phone calls coming into the school.

This job involves working within recognised procedures which leave some room for initiative. The work may involve responding independently to unexpected problems and situations.

Main Duties / Responsibilities

ORGANISATION

- To provide a high quality professional administrative service to support the daily work of the Head Teacher.
- Take a lead role in the development and maintenance of record/information systems
- Promote the school to parents, visitors and wider community in line with its ethos, by providing a welcoming and supportive point of contact either face to face, phone or internet
- Have a full working knowledge of relevant policies/codes of practice
- Maintain and manage the data management system for school ensuring assessment information is accurate on submission and that all assessment materials are ordered
- Provide a comprehensive administrative support service for the school.

GENERAL ADMINISTRATION

- Provide a welcoming and supportive demeanour for visitors and stakeholders to school, ensuring that all enquiries are quickly and efficiently dealt with and all messages passed on
 - To take telephone messages on behalf of school and communicate with parents through email/ letter or phone
 - Provide general support such as ordering equipment, photocopying, filing or sending emails
 - To maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology
 - Provide clerical and administrative support, carrying out photocopying, typing, telephone calls and responding to correspondence and emails as required
 - To be a SIMS administrator
 - To ensure that the school has appropriate systems, processes and controls in place to maintain and manage aspects of pupil data
 - To maintain individual pupil records
 - Carry out pupil text messaging service, booking staff CPD and all administrative requirements for Educational visits, including administration of EVOLVE system
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ATTENDANCE

- Ensure that adequate systems are in place for recording, monitoring and exploring attendance and punctuality information in line with school and Trust policy
- Assist in the maintenance of the pupil and staff database with a particular focus on roll and attendance
- To maintain individual pupil's records

PUPIL ADMINISTRATION

- Produce lists/information/data as required for example pupil data, maintaining and collating data as required
- Maintain a general awareness of Safeguarding arrangements ensuring leadership is kept informed of issues arising, including safe and recorded administration of medicines
- Contact parents if required and inform SLT of outcome
- Ensure any messages received into school concerning pupils/staff are efficiently actioned and appropriate staff informed

FINANCIAL ADMINISTRATION

- Support the WPT Finance Team with the collection of monies as required in line with the Trusts' Financial Procedure
- Liaise with suppliers as required
- Assist in the smooth operation of Parent Pay and the banking of monies
- Support recording and payment of invoices/credit notes, including raising of them to other organisations
- Support with issuing of cheques/petty cash and administration of records

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS)
- Constantly be aware of and implement the Trust and school policies
- Use administration supplies resourcefully
- Support stock maintenance, ordering and distributing as required

GENERAL REQUIREMENTS

- The post holder must at all times carry out their duties and responsibilities with due regard to the Trust's policies, school organisation and arrangements for child protection, Health and Safety at Work, security, confidentiality and data protection, reporting all concerns to an appropriate person
 - Ability to relate children and adults
 - Be aware of and support differences and ensure equal opportunities for all
 - Work constructively as part of a team, understanding school roles and responsibilities and own position within these
 - The post holder must promote and safeguard the welfare of the children and young and vulnerable people that they come into contact with.
 - Contribute to the overall ethos /work/aims of the school and WPT
 - Develop constructive relationships and communicate effectively with all other agencies/professionals
 - Share expertise, knowledge and skills with others
 - Recognise own strengths and areas of expertise and use these to advise and support others
 - Attend and participate in relevant meetings as required
 - Participate in training and other learning activities and performance development as required
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- Take on specific tasks as required by the Head teacher

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary. In addition, you may be required to undertake any reasonable duties that may arise, as required which are commensurate with the grade and post.

DH/AJ
January 2018

ADMINISTRATION ASSISTANT/RECEPTIONIST

The following person specification indicates the selection criteria utilised by the Governing Body for this post.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ▪ NQF Level 3 qualification e.g. AS and A levels, NVQs Level 3, Applied A Levels, BTEC First Certificates and Diplomas, City and Guilds Advanced Craft Part 3, or NQF Level 4 Certificates of Higher Education Or Evidence of the equivalent level of knowledge gained through work experience 	<ul style="list-style-type: none"> ▪ A formal qualification in business/administration/finance
Experience	<ul style="list-style-type: none"> ▪ Working in an administrative role, including dealing with customers and using a range of office equipment ▪ Setting up and maintaining filing and storage systems ▪ Data processing. ▪ Arranging events e.g. meetings, producing agendas and taking minutes ▪ Operating financial systems and procedures ▪ Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail 	<ul style="list-style-type: none"> ▪ Experience of working in a school environment or similar. ▪ Experience of using SIMs, EVOLVE
Key skills	<ul style="list-style-type: none"> ▪ Communicates effectively on a 1:1 basis about straightforward and detailed issues with a range of people ▪ Contributes clearly and effectively to discussion with others ▪ Produces detailed written information to communicate information, ideas and opinions ▪ Uses initiative and organises own daily workload ▪ Responds independently to unexpected problems and situations ▪ Analyses and interprets information to identify important issues and problems ▪ Can demonstrate a sound methodical approach to tasks encountered, with attention to detail and accuracy. ▪ To work as part of the Team and to sustain good working relationships with the members of the team and with other staff at the school. ▪ Innovative, able to contribute to new ideas and help establish them. 	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> ▪ To understand and accept that appropriate relationships with students and staff is an essential part of the role. ▪ The ability to be parent and visitor facing at all times ▪ To recognise that all tasks are carried out with due regard to the all students and staff within school. ▪ A conscientious, honest and reliable individual. ▪ Dealing with enquiries from a variety of persons and providing assistance in a polite manner. ▪ Ability to liaise with outside agencies and community groups in a positive manner ▪ Takes ownership of own work and performance. Works to clear standards and expectations. Uses straightforward processes 	<ul style="list-style-type: none"> ▪ Ability to learn quickly. ▪ Flexible approach to new situations. ▪ Desire to make a positive difference to the lives of young people.
<p>General Requirements</p>	<ul style="list-style-type: none"> ▪ An understanding of and commitment to equal opportunities issues both within the workplace and the community in general. ▪ Able to work flexibly, including any school specific hours ▪ No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments) ▪ Good attendance record in current/previous employment (not including absences resulting from disability) <p>NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)</p>	