



<b>Post Title:</b> Admin Assistant Level 4			
<b>Band:</b> 4		<b>Workplace:</b> Greenhead CE Primary School	
<b>Responsible to:</b> Head teacher		<b>Starting date:</b> 1 <sup>st</sup> January 2021	
<b>Responsible for:</b> The management of admin			
<b>Job purpose:</b> Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.			
<b>Resources</b>			
<b>Physical</b>		Office Equipment, Accuracy and Security of Databases	
<b>Finance</b>		Handling cheques, invoices (including using appropriate coding) and small amounts of petty cash.	
<b>Clients</b>		Internal (Head teacher, Governors, Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
<b>Duties and key result areas:</b>			
<b>General Duties</b>			
1. Reception Duties – first point of contact for parents and visitors/answering the telephone/ responding to emails/ dealing with mail and speaking to parents face to face.			
2. Monitor attendance daily and follow up any absences.			
3. Ordering of resources and monitoring stock levels.			
4. Inform Catering Manager of lunch requirements for Greenhead School			
5. Book School trips/Swimming lessons; collect payments from parents/organise packed lunches etc			
6. Help to organise fundraising/charity events			
7. Administer first aid/medicines to children and ensure records are kept up to date.			
8. Organise visits from School Nurse/NHS for vaccinations/vision screening test etc			
9. Assist in the construction of a weekly newsletter, upload onto school website and email to Parents/Governors/Staff			
10. Assist with toileting duties when needed.			
<b>Finance</b>			
1. Assist with construction of the budget, produce budget reports and monitor and evaluate them on a monthly basis.			
2. Responsible for the management of expenditure/income from/to the school budget.			
3. Monitoring and of arranging use of Devolved Formula Capital Budget			

4. Complete monthly finance returns and balance local account bank statement.
5. Calculating and raising internal recharges between schools for catering/ shared trips/training events.
6. Responsible for the ordering of goods/services and payment of invoices
7. Responsible for the collection and banking of all monies received
8. Setting up and managing the Schoolcomms payment system e.g sending out information and payment requests to parents and producing reports

#### **Data**

1. Inputting data and monitoring management information systems e.g SIMs/Assessment/Attendance and producing relevant reports
2. Submission of information to County Hall/DfES/Governors e.g School Census Return/School Workforce Return/ Local account returns/ Milk Return
3. Ensuring the Central DBS Register is up to date.
4. Uploading data onto the Evolve system.

#### **Personnel**

1. Booking supply staff
2. Helping with the recruitment of staff/checking their application/ and ensuring relevant checks are actioned (DBS/qualifications/references etc)
3. Uploading staff data onto Sims and setting up access rights/email accounts etc
4. Submitting monthly timesheets to Payroll (Additional Hours/Casual Staff/Supply/Mileage)
5. Responsible for submitting staff absence data/paperwork to payroll
6. Responsible for submitting 'Supply Staff Insurance' paperwork for sickness/maternity leave.
7. Booking staff on training courses.

#### **Premises**

1. Project managing and assisting with major building works e.g new car park/heating system/new classroom
2. Arranging for repairs/maintenance of the school building and grounds
3. Ordering of heating oil; monitoring supply and sourcing best price.
4. Management of service contracts e.g. GMS, Spie, Chubb, PHS, Ricoh
5. Responsible for the management of school lettings where applicable
6. Ensuring workmen have access to premises during the school holidays/weekends if needed.

#### **Website**

1. Uploading information on to the school's website newsletter/photos/policies etc.

#### **Health & Safety**

1. Assist Head Teacher with the management of Health & Safety within school
2. Attend annual Health & Safety Committee Meeting and review Policies/Risk Assessments.
3. Ensure staff/visitors/workmen are aware of Health & Safety procedures e.g safeguarding/evacuation procedures/asbestos report etc
4. Check Fire Extinguishers/Blankets/Fire points/Emergency Lighting are intact/working.
5. Perform half termly fire drill.

<b>Post Title:</b> Admin Assistant (Level 4)	<b>Director/Service/Sector:</b> Children's Services	
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 4 or equivalent qualification Excellent numeracy and literacy skills( at least NVQ 2 Qualification)	Degree in a relevant discipline	(a), (t)
<b>Experience</b>		
Several years' experience working in an office environment at a senior level Experience of managing staff	Experience of working within a school or educational establishment  Experience of managing and developing a staff team	(a), (i), (r)
<b>Skills and competencies</b>		
Effective use of specialist ICT packages e.g. SIMS, SCHOOL COMMS Experience of using specialist equipment and resources Full working knowledge of all relevant policies/codes of practice and legislation Ability to relate to both adults and children Ability to self-evaluate learning needs and actively seek out learning opportunities		(a), (i), (r)
<b>Other</b>		
Willingness to participate in personal development	Evidence of learning beyond the work place	(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits