

**School Administration Assistant**

**37 hours per week**

**Term time**

**Hours:**

**Monday to Thursday 8.00am to 12.30pm and 1.30pm to 4.30pm**

**Friday 8.00am to 12.30pm and 1.30pm to 4.00pm**

**Job description**

**School: Broom Cottages Primary and Nursery School**

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|  | **POST TITLE:** | **School Administration Assistant** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | 2  Job Evaluation Ref No: A6100 |
|  | **LOCATION:** | Broom Cottages Primary and Nursery School |

1. **RELEVANT TO THIS POST:**

**Disclosure & Barring Service:** Subject to DBS Standarddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Headteacher.

1. **DESCRIPTION OF ROLE:**

To be responsible for providing an administrative and clerical support service to facilitate the day to day running of the Reception and School Office.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Responsible for providing general clerical support including photocopying, typing, word processing and the sorting, distribution and dispatch of school mail, to staff as required.
* To undertake reception duties, **d**ealing with queries from staff, pupils, parents and visitors answering routine telephone calls and face-to-face enquiries, welcoming visitors, checking identification, issuing passes and ensuring that they are passed on or escorted to the appropriate member of staff.

* To be responsible for printing the visitor list from Inventry and the absent pupils register if and when any fire alarm is raised (practice or emergency) then to work with colleagues to ensure the safety of all people on site.
* Working with the Deputy Headteacher (or other colleague) to update the school electronic diaries.
* Updating the school website.
* Provide information relating to attendance of pupils and staff upon request by other members of staff.
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date.
* Inputting information relating to school lunches into SIMS dinner money/ParentPay.
* Assist in the preparation and collation of school reports to ensure these are delivered to Pupils on time and in professional manner.
* Assist in the co-ordination of whole school documentation e.g. governor’s reports, staff handbook, etc.
* Assist in the maintenance of stock registers for the school and arrange annual stock checks.
* Responsible for the initiation of First Day Absence Calls – contacting the parents/carers of pupils that have an unauthorised absence from school during the morning of their first day of absence. Liaise with professionals and assist in the completion of paperwork relating to absence and improving attendance.
* Inform parents/carers of pupils reported ill whilst on school premises.
* To maintain a tidy reception area, with adequate stocks of stationery
* Work with the School Administrator and Caretakers to report building and ICT faults as required
* Whist the majority of payments are made electronically through Parentpay there may be occasions when payments will be made in cash. Assist in the collection of money from pupils and parents/carers in relation to lunches and trips etc. (You will be required to sign the school’s cash handling policy) and to facilitate the banking of monies received by working effectively with the School Administrator, whilst keeping accurate records.
* Answering the telephone in a professional manner and passing on accurate messages to staff.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to respect confidentiality.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to pupils who may be sick or injured and taking appropriate action, as necessary to ensure that parents and school staff are fully informed of incidents and accidents and maintain accident reports.
* The Post holder may undertake any other duties that are commensurate with the post.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

9.3 **Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the school’s Health and Safety policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council including school-based employees.

9.9 **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

9.10 **Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.