

Job Profile

Administrative Assistant Grade D

School: Falla Park Community Primary School

Line Manager: Head Teacher

Job Purpose

Under the direction of senior staff: provide routine clerical, administrative, financial and organisational support to the school, maintaining confidentiality at all times

The key roles of this post will generally include:

1. Organisation

- Supervise the school office as when required
- To provide a high level of customer service via telephone, letter, email and in person
- Maintaining a welcoming reception to the school and acting as first point of contact for telephone calls, parents and visitors
- Checking DBS clearance and providing hospitality
- Organise school trips and events
- Assist with looking after sick pupils, liaising with parents/staff, as directed etc
- Assisting with arrangements for visits by school nurse, photographer etc
- Contribute to the planning, development and organisation of school systems, procedures and policies

2. Administration

- Provide clerical support e.g photocopying, filing, emailing, complete routine forms
- Analyse and evaluate data/information and produce reports as required
- To co-ordinate and update manual and computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required
- To undertake and be responsible for elements of financial administration and/or procedures to comply with financial requirements e.g Agresso
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body (subject to school needs)
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies
- Sort and distribute mail
- Prepare minutes of meetings
- Undertake routine administration e.g registers/school meals/school bank
- Maintain Stock Book/update regularly
- Produce lists/information/data as required e.g pupil data
- Maintain and collate pupil reports
- Undertake IT tasks within SIMS, as directed e.g attendance etc

3. Resources

- Operate office equipment/complex IT packages, LA wide systems e.g SIMS, Agresso, Parentpay and text message service
- Monitor and manage stock, cataloguing resources and undertaking audits as required
- Undertake the financial transactions and sales of the school in line with current LA Financial Regulations
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration in line with current LA Financial Regulations e.g dinner money, Parentpay and financial records for Internal Audit
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship of the school, as required
- Assist with marketing and promotion of the school, if required
- Undertake complex financial administration procedures

4. Responsibilities

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with development of confidentiality and data protection policies
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training, other learning activities and annual appraisals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Such other responsibilities allocated by the Head Teacher or Business Manager which are appropriate to the grade of the post

Knowledge and Qualifications

Essential

Knowledge of:

- Effective use of IT packages

Qualifications:

- GCSE English and Maths or equivalent
- NVQ 3 in Business Admin or equivalent qualification in a relevant discipline

Experience of:

- Developing, supervising and operating clerical/administrative/financial work
- Use of IT including word processing and computerised accountancy systems e.g. SIMS, AGRESSO or equivalent
- Ability to use relevant office equipment (keyboard, photocopier)
- Liaising with agencies/individuals by both verbal and written communication

Desirable

Qualifications:

- RSA Level 2 or equivalent

Experience:

- Working in a school office