

**Job Title:** Admin Assistant

**Pay Scale:** NJC SCP 4-5

**Hours;** 20 hours per week Monday-Friday 40 weeks  
(Term time plus 5 INSET Days and 1 week in summer holidays)  
Fixed term contract for 3 years – subject to funding.

**Responsible to:** Office Manager

### **Purpose of Job**

- To provide administrative support to the school
- To be responsible for attendance and upkeep of daily registers
- To provide excellent customer services as front of office
- To support with financial administration

### **Principal Duties**

- Providing support for Pupils, Teachers, Office Manager and the whole school as outlined below.
- Providing personal, administrative and organisational support to other staff and to the Governing Body with regard to data, working under the direct supervision of the Office Manager
- To manage, collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and responding to ad hoc queries, where appropriate.
- Undertaking word-processing, data entry and other IT based tasks.
- Managing manual and computerised record and information systems effectively.
- Contribution to the planning, development and monitoring of support services, systems and procedures.
- Analysing and evaluating data and information to produce reports.
- Compiling, analysing and monitoring attendance.
- To be enthusiastic in developing own expertise and skills to ensure all administrative systems in school are run effectively.
- Carrying out any other duties, appropriate to the grade of the post, which the Head teacher and Executive Headteacher or Office Manager may direct from time to time.
- Exercising confidentiality and discretion at all time, having due regard to Academy policies with respect to confidentiality of children's data.
- Participating in the Performance Management system for the appraisal of own performance by setting and agreeing objectives with the appropriate line manager.

### **Shared responsibilities**

- Providing general reception duties including answering telephones, checking identities, taking messages and responding to enquiries, data entry, receiving and dispatching post.
- Clerical and administrative support including maintaining office systems, data entry, photocopying and providing information to pupils, parents, staff and governors.
- Working collectively to ensure the efficient system are in place in the school office, including managing the school calendar, text messaging system, emails and hospitality.
- Undertaking basic maintenance of office equipment and arranging servicing and repair of school equipment.

### **Main responsibilities**

- Managing the use of external services such as the text messaging system, social media and parent payment system.
- Undertaking routine administration of school lettings (if applicable) and other uses of school premises, including management of bookings for the meeting room (internal).
- Assisting with the marketing and promotion of the school, including newsletters, brochures and prospectuses and regularly update the school website and social media to ensure effective communication with parents and the wider community.
- Liaise with the extended services team; providing registers, attendance information and communication with external coaches.
- Working in conjunction with the Office Manager to reconcile all income and banking in accordance with the Academy Financial Handbook and financial regulations.
- Reconciliation of the school meals payment system with MIS system and liaison with the kitchen for school meal numbers on a daily and weekly basis.
- Assist in the monitoring of school payment balances.
- Data entry of pupil assessments to the tracking system and integrate data with MIS system.
- Managing attendance processes by monitoring of pupil absence according to Academy and national policy providing daily reports to the Head Teacher and Senior Leadership Team where necessary.
- Support with admissions, including maintaining up to date records of enquiries and waiting lists, and data entry of admissions to MIS system.
- Collating of pupil induction information and the management of these within school.
- Management of all pupil information across school, including individual pupil files and MIS system, and updating pupil information in a timely manner.
- Completing and submitting complex forms and returns including those to outside agencies e.g. DfE, EFA and LA.

**Additional responsibilities – the post holder must:**

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Academy;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information;
- Carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies;
- Comply with the Academy Health and Safety rules and regulations and with Health and Safety legislation.