

Job Description		
Role Title	Typically reports to	
Administrative Assistant Technical	Office Manager	
JE Code	Grade	Date of profile
AT1	5	13.09.2021
Purpose of the role (job statement)		
Under the direction/instruction of the Office Manager provide routine general clerical, administrative, financial support to the school.		
Main Duties:-		
<p>Organisation</p> <ul style="list-style-type: none"> to undertake research and obtaining information to inform decisions responding to and answering queries from staff, students, parents and all other stakeholders to undertake the management of manual and computerised record / information systems, including the analysis, manipulation and production / presentation of reports from Excel, Googledocs, SIMS. monitoring timelines and identify where slippage occurs Undertake reception duties, answering general telephone and face-to-face enquiries and sign in visitors Assist with student first aid and welfare, liaising with parents and staff etc. Support school finance including lettings, Peri music and School Comms payments Undertake word and data processing and complex IT based tasks <p>Administration</p> <ul style="list-style-type: none"> provide general administrative support Manage incoming College emails, forwarding to relevant staff Take a lead on SIMS in relation to student data including leading on free school meal students, liaising with catering and the local authority Take a lead on School Comms including managing accounts and ensuring the system has sufficient credit. Support with meetings, preparing and issuing agendas and minute taking operate, demonstrate and deliver basic training on relevant ICT software packages e.g. word processing packages, databases, spreadsheets, specialist software Provide administrative support to the PA to Headteacher/Office Manager and work with them to ensure the smooth running of reception and the team Complete and submit monitoring forms, returns etc, including those to external bodies. Support the office manager to monitor and manage stock levels within the admin area. Support whole school priorities by providing any technical administrative support and guidance in relation to planning and organisation to a range of stakeholders Coordinate documentation for exclusions, including issuing letters to parents and updating SIMS and related documents to maintain an accurate exclusion file Coordinate lettings of college premises, liaising with the Site Manager and Finance Officer. Provide administrative support for student transition, student photographs and recruitment. 		
Responsibilities:-		
<ul style="list-style-type: none"> be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 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 attend and participate in relevant meetings, as required 		

- participate in training and other learning activities and performance development, as required
- recognise own strengths and areas of expertise and use these to advise and support others

Person Specification – Administrative Technical 1 AT1

Area	Criteria Requirement: E = Essential – D = Desirable Assessment by Application = A Interview process = I	R	A
Skills Knowledge Aptitudes	• Full working knowledge of ICT and other specialist equipment/resources	E	A
	• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	A I
	• Ability to relate well to children and adults	E	A I
	• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these	E	A I
	• Ability to self-evaluate learning needs and actively seek learning opportunities	E	A I
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role	E	A
Experience	• Experience of development, management and operation of administrative systems	E	A I
	• Experience of SIMS	D	A
	• Leading an administration team	D	A I
	• Finance administration experience	D	A I
Disposition	• Good communication skills at all levels	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.