

Style Definition: Policy Bullets

Administrative Assistant Job Description			
Name:		Post Title:	Administrative Assistant
Line Manager:	Federation Business Manager	Salary/Grade:	Grade 3 (£9.36-£9.55/hr) 24 hrs/week - 4 days Maternity Cover to 1 st April 2021
Reports to:	Federation Business Manager	Disclosure Level:	Enhanced
Job Purpose			
<ul style="list-style-type: none"> To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive and when answering the telephone or responding to emails. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to the appropriate member of staff. Contribute to the overall ethos/work/aims of the school and meeting the needs of the children. Be aware of, and support, difference and ensure equal opportunities for all. 			
Key Task			
<ul style="list-style-type: none"> Model excellent professional relationships with children, parents, governors and other professionals in the school. Provide an excellent administrative service to all sections of the school community, including responsibility for maintaining confidential paper records and electronic filing systems and for other support to ensure the efficient operation of the school. Perform Receptionist duties throughout the school day: acting as first point of reference for receiving callers, children, parents, visitors and telephone enquiries. Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately. 			
Key Areas of Responsibility			
<ul style="list-style-type: none"> Provide general confidential secretarial service to Head of School, Federation Business Manager (FBM) and other staff, to include secretarial support, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required. Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times (GDPR). Administration of SIMS for the pupils and ParentPay. 			
Accountabilities			
IT			
<ul style="list-style-type: none"> Maintain SIMS pupil database, amend/update records on the system, print reports such as attendance. Ensure annual pupil data update sheets are sent to parents/carers at the beginning of each academic year and entered into SIMS immediately upon receipt. Ensure that they are all returned to the school and entered into the system before the end of Term 1. Administration of Year Start and End procedures in SIMS including leavers and admissions. Ensure examination results are input into SIMS and communicated to required authorities – DfE, SCC. To complete relevant DfE and student and statistical returns as necessary e.g. School Census. To maintain the School Central Record (SCR) efficiently and accurately at all times. 			
Attendance			
<ul style="list-style-type: none"> Follow school attendance procedures. 			

Croscombe Church of England

V. A. Primary School

01749 343114

Stoke-St-Michael Primary

School & Little Roots

01749 840470

<ul style="list-style-type: none">• Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the Head of School / FBM as appropriate.• Produce attendance certificates upon request.• Show new teaching staff how to use SIMS correctly.
Publications
<ul style="list-style-type: none">• Assist with paperless methods of communication by sending out emails and post the newsletter onto the website.• Produce a school newsletter taking contributions from the Head of School and teachers.• Maintain, manage and update website and noticeboards as required.
Financial Systems
<ul style="list-style-type: none">• Manage ParentPay in relation to setting up, bookings and payments for school meals, trips, pre-school and club fees. Send reminders for arrears according to school policy.• Provide weekly meal order to supplier.
Safeguarding
<ul style="list-style-type: none">• Comply with policies and procedures covering child protection, health, safety and security.• Contribute to safeguarding the welfare of children in the school.• Maintain the security of property in a way that is consistent with the school's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.• Maintain the visitor's logbook and ensure all visitors and contractors can be identified by wearing clearly visible badges.• Issue annual Safeguarding update paperwork to all staff and ensure it is returned correctly before the end of Term 1 and SCR updated.
General
<ul style="list-style-type: none">• Arrange and manage fire alarm testing, emergency lighting testing, fire safety checklist and fire extinguisher inspection checklist.• Ensure that any supply cover has been agreed with Head of School/ FBM and booked when needed.• Regularly review own practice, set personal targets and take responsibility for own personal development.• Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.• Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.• Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.• Model high professional standards and be a responsible and effective member of staff, attending regular meetings with Head of School and Federation Business Manager as appropriate.• Appreciate, respect and support the role of other professionals.• Undertake any other duties which may reasonably be required within the general level of responsibility of the role.• This is a Federation post and there may be occasions when the candidate finds themselves working at another federation school.• Undertake other such duties as directed and required.
Qualifications & Training
The successful candidate will have: <ul style="list-style-type: none">• A minimum of 4 GCSE /GCE passes at Grade C /4 or above including English Language and Mathematics.

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Experience		
The successful candidate will have:		
<ul style="list-style-type: none"> • Proven secretarial skills with at least 3 – 5 years’ experience in a relevant PA or secretarial role. • Experience of maintaining and using databases. • Relevant experience in Local Government / or preferably in a school environment. • Proven experience of office management and personnel administration. 		
Knowledge and Skills		
The successful candidate will have:		
<ul style="list-style-type: none"> • Excellent Microsoft Office skills in Word, Excel, PowerPoint and Publisher. • Experience of using Microsoft 365 and One Drive. • Knowledge of SIMS software. • Knowledge of ParentPay system. 		
Personal Qualities		
The successful candidate will have:		
<ul style="list-style-type: none"> • Excellent verbal and written communication skills with a high degree of initiative. • Excellent interpersonal skills. • Strong time management and organisation skills. • A flexible approach towards working practices. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities and empowering others. • The capability to handle a demanding workload and successfully prioritising work. 		
<p>This job description does not define in detail all the duties, responsibilities and accountabilities of the post. A review of the post and its responsibilities will be undertaken periodically and may result in modification and amendments after consultation to the tasks of the post holder.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>The Federation is committed to safeguarding and promoting the welfare of children and young persons. The successful candidate will be required to undergo a Disclosure and Barring Clearance procedure. Two references will be required for this post.</p>		
Agreed that the Job Description is a fair statement of the requirements of the job		
Job Holder:	Signed:	Date:
Line Manager:	Signed:	Date:

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