

<i>Post:</i>	Administration Assistant Lansbury Bridge School & Sports College:
<i>Salary:</i>	SCP points 14 – 17
<i>Hours:</i>	37 hours per week, term time only.
<i>Responsible to:</i>	Leadership Team and School Business Manager
<i>Post Objective:</i>	The Administration Assistant will become an effective member of a multi-disciplinary team working together to achieve the aims of Lansbury Bridge School.

Lansbury Bridge School aims to become a *Centre of Excellence* characterised by:

- Excellence of provision for those pupils who receive their education on the site of the school – a safe, secure and caring environment where expectations and achievements are high, and children and young people realise their full potential in all areas of their development: academic, physical, emotional, spiritual, moral, social and independence.
- An environment where pioneering approaches to teaching, learning and support for children with complex learning difficulties are developed and evaluated.
- The provision of training, advice, guidance and support, based on proven and effective methods, to colleagues in mainstream schools to support them in building their capacity to meet the needs of children with an increasingly broad range of additional needs.
- The use of PE, sport and physical activity to improve the health, behaviour, confidence and learning of the whole school community.

Administration Assistant, Lansbury Bridge School: Job Description

PRINCIPAL RESPONSIBILITIES

To work with the School Business Manager and Headteacher to allocate, control and account for those financial and material resources of the school.

To provide clerical and administrative support to the School Business Manager, Leadership Team and other school staff.

To provide administrative support to the Examinations Officer.

KEY AREAS OF RESPONSIBILITY

TO WORK WITH THE SCHOOL BUSINESS MANAGER AND HEADTEACHER TO ALLOCATE, CONTROL AND ACCOUNT FOR THOSE FINANCIAL AND MATERIAL RESOURCES OF THE SCHOOL.

To provide clerical and administrative assistance to the Business Manager in relation to the day to day management of the school budget and school voluntary funds, and maintenance of financial accounting systems in accordance with the LEA and governing body financial regulations, including:

- Maintaining accurate financial records
- Ordering goods and services
- Raising of invoices as authorised by the School Business Manager
- Payment of invoices as authorised by the School Business Manager
- Control of payment of raised invoices and recording of non-payment
- Receiving incoming goods and purchases and delivery to correct member of staff
- Verification of delivery notes
- Confirming purchase orders in accordance with financial regulations
- General record keeping of orders and invoices paid
- Control of non payment of invoices produced, under the School Business Manager's Supervision
- Communicating with relevant external bodies with regard to financial matters when directed by the Headteacher or by the School Business Manager
- Completion of necessary LA/non LA returns.

TO PROVIDE CLERICAL AND ADMINISTRATIVE SUPPORT TO THE SCHOOL BUSINESS MANAGER, LEADERSHIP TEAM AND OTHER SCHOOL STAFF.

To carry out any general secretarial/administrative duties as required to ensure the smooth running of the school as directed by the Headteacher or School Business Manager, including:

- Collection of money (eg relating to school educational visits, school dinners, charity collections)
- Maintain Attendance and Dinner Registers
- Check and classify non-attendance
- Run computerised attendance records
- Administer Petty Cash and Postage
- Deal with telephone / personal enquiries
- Open and distribute of mail / e-mail
- Ordering and stock taking in relation to school uniform
- Bulk photocopying
- Copy typing
- Producing standard letters

- Inputting staff and pupil data
- Producing staff, class and pupil information, in report form
- Record keeping and filing
- Collating pupil report.
- Minuting meetings.

To help ensure the school complies with data protection and copyright legislation.

To liaise as required with any outside agency on behalf of the school to aid in its efficient day to day running.

To maintain the inventory of school resources and equipment using SIMS equipment register.

Assist in the development of the school's computerised office systems including SIMS.

Assist in the booking of school facilities for out of school use, including dealing with initial enquiries, checking suitability of dates and times, sending appropriate forms, and ensuring correct completion of all relevant documents.

To provide administration support necessary in relation to the recruitment and management of staff, including interview invites, requesting references, and providing LA HR Department with relevant information for changes to staff contracts, and any other information required by HR Department.

To invite Governors to any sub-committee meetings, provide necessary documents, and minute the meeting.

Maintain the database of pupil records, signing pupils in and out, recording late arrivals.

Deal with visitors to the school as and when required.

Organise and provide hospitality to visitors and for meetings.

TO PROVIDE ADMINISTRATIVE SUPPORT IN RELATION TO EXAMINATIONS.

To provide administration support in relation to examinations for the entry of pupils for external examinations, unit awards schemes, and SATS.

- Receiving details of entries and a check made for accuracy.
- Booking of rooms in advance for examinations
- After examinations are completed, pack and return to relevant Examination board by requested method
- To organize the service of a unit assessor.
- Record all assessments
- Invigilate if required

To input and upload pupil data as required for the Local Authority, and to populate other platforms (eg Durham University, CASPA).

To assist in the completion of staff and pupil records and liaise with appropriate external bodies as and when required by the Headteacher /Deputy Headteacher.

To assist in the collation and administration of statistical data/returns for the LA, DfE, and any other relevant body.

ACCOUNTABILITY

Participate in the school's arrangements for the appraisal of the performance of staff in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training.

Participate in the setting and/or monitoring of targets relating to their own performance and that of other staff.

Promote a positive image of the school.

In relation to the Local Authority, and as directed by the Headteacher or School Business Manager, to liaise and work in partnership with officers and support services.

GENERAL

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff at Lansbury Bridge School are expected to take responsibility for the following:

- To be aware of school policies and play a full role in their implementation.
- To comply with the Council's / School's Single Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
- Work collaboratively with all colleagues including Support, Therapy and Nursing staff.
- Expect and encourage high standards of behaviour.
- To comply with the Council's Data Protection Policy / legal requirements.

All staff are expected at all times to act in a manner as to justify public trust and confidence, serve the interests of Lansbury Bridge School, and uphold and enhance its good standing and reputation.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher and Governors will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

The post is subject to Enhanced Disclosure.

**PERSON SPECIFICATION & ELIGIBILITY CRITERIA FOR THE POST OF
ADMINISTRATION ASSISTANT**

	CRITERIA	ESSENTIAL/ DESIRABLE	CRITERIA WILL BE MEASURED
A. <u>Education, Training and Work Experience</u>	To have experience of School or other Budget Administration.	E	A
	To have worked as an Administration Assistant in a mainstream or special school.	D	A
B. <u>Skills and abilities</u>	The ability to:		
	➤ Input, organise and present computerised data to support school management.	E	I
	➤ Be able to communicate effectively with staff, parents, the community and relevant external agencies.	E	I
	➤ Relate to and work with others as a member of a team.	E	I
	To demonstrate a practical understanding of the use of SIMS Packages: SIMS.net, FMS and Attendance.	D	A / I
	To be proficient in Word Processing.	E	A / I
D. <u>Knowledge and Understanding</u>	To be proficient with Microsoft Word.	E	A / I
	To be proficient with other Word Processing packages.	D	A / I
	Demonstrate an understanding of electronic data exchange.	E	A / I
	Demonstrate an understanding of confidentiality in relation to personal and financial information.	E	A / I
	Demonstrate an understanding of data protection and copyright legislation.	D	A / I

<p>E. <u>Personal Qualities</u></p>	<p>Strong interpersonal skills, in particular the ability to relate well to children and adults.</p> <p>The ability to be an example of good practice reflecting the policies of the Governing Body.</p> <p>Demonstrate a high standard of professionalism and self-discipline.</p> <p>Demonstrate an ability to build and maintain professional relationships</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>F. <u>Approach to work</u></p>	<p>Demonstrates a commitment to high quality and high standards.</p> <p>Demonstrates an ability to use initiative.</p> <p>Demonstrates a commitment to equal opportunity.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>A / I</p> <p>A / I</p>
<p>Prepared June 2015</p>			<p>A = Application Form I = Interview</p>