



THE DISTRICT C E PRIMARY SCHOOL

JOB DESCRIPTION

Post: Administration Assistant

Grade: 14-17

Hours: 20 (4 hours Monday-Friday 12.45 a.m. to 4.45 p.m.) Term time + 5 days

Responsible to: Office Supervisor

Responsible for: Clerical Officer

Post Objective:

Under the guidance of senior staff be responsible for: Undertaking administrative, financial, and organisational processes within the school office. Administration of curriculum documentation, pastoral admin support and pupils records as requested by the Senior Leadership Team and Supervisor.

1. General Duties

- To undertake reception duties and provide advice and guidance to visitors, e.g. members of the public, service users etc. Oversee the maintenance of an attractive foyer waiting area, ensuring leaflets and information on display is kept up-to-date.
- Undertake the supervision of designated staff. Assist in the monitoring and allocation of work, including training as appropriate and inducting new employees.
- Provide advice and guidance to staff to undertake administration procedures.
- Prioritise own workload, work to pre-determined deadlines and comply with relevant legal requirements.
- To assist with the monitoring of the administrative services within the school office ensuring data is kept secure and meets data protection regulations 2018. Ensure that a clear desk policy is adhered to at the end of each working day and confidential information is kept from view by visitors at all times.
- Take part in weekly team meetings and briefings.
- Assist with supporting teaching and non-teaching staff in the use of SIMS.
- Liaise with Head of Safeguarding to organise attendance meetings. Print off and file electronic and manual reports as necessary.

2. Admin and Clerical Tasks

- To deal with general correspondence and enquiries, and where appropriate referring more complex matters to supervisors.
- Support the pastoral team with computerised filing systems, exclusions and other routine input of data on appropriate software.
- In accordance with service standards respond to enquiries, both verbal and/or in writing, from a wide range of contacts.



- Undertake the production of the school's newsletter and distribution via school app, noticeboards and website.
- To assist in marketing the school using different media e.g. website, twitter, advertising.
- Oversee the input and maintenance of the school's electronic diary, ensuring it is kept up-to-date.
- Manage events and educational visits and associated completion of standard risk assessment forms. This includes managing swimming transport and health & safety checks on coach operators using the school's standard procedures.
- Manage the day-to-day administration of extra-curricular clubs and activities.
- To manage the upkeep of manual records and the inputting of computerised records on SIMS and filing systems including common transfer files (ctfs). This includes pupil and staff records
- Record staff absences and prepare return to work interview forms. Support the Office Supervisor during HR month end procedures.
- To undertake typing and word processing of confidential reports, correspondence and other relevant documentation to a high standard.
- To complete forms, returns, documents etc, including those to outside agencies.
- To assist in the collection, recording and reconciliation of incoming monies.
- Manage the school email, answering any queries within own remit and redirecting emails to appropriate members of staff. Ensure the inbox is monitored and items are deleted in a timely manner.
- To compile and distribute agenda items, arrange meetings, take competent minutes of the meeting and distribute the minutes in accordance with agreed timescales.
- Update the FEEE portal and process new intake forms.
- To arrange and attend new parent induction meetings with members of SLT to advise parents of milk/meals/uniform/pupil premium etc. This also includes the arrangement and planning home visits and associated induction arrangements of new pupils.
- Input new pupils onto appropriate software packages, e.g. Accelerated Reader, Insight etc.
- To direct parents/carers during parents' evenings and other events, this may involve working a different shift pattern or overtime.
- To analyse and evaluate basic data/ information and produce reports/ information/ data as required. Support the office supervisor in the compilation of the termly school census.
- To contribute to the planning, development and organisation of support service systems/ procedures / policies.
- Maintenance of the asset register with support from the Office Supervisor and liaising with departments as required.
- Organise confidential shredding of documents and confidential waste collections, including the secure disposal of electronic data and ICT equipment in keeping with relevant legislation and procedures.

3. Resources

- To monitor and manage stock within an agreed budget, cataloguing resources, undertaking audits and ordering as required.
- Operate office equipment, e.g. photocopier, scanner, shredder, laminator, computer etc reporting faults and arranging prompt engineer call outs when necessary.



4. Duties and Responsibilities

- Participate in all aspects of training and development including named First Aider.
- Comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines
- To communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
- To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
- To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

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 Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Updated September 2018