**Job Description**

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| **Job Title** | Administrative Assistant | | |
| **Location** | Whimple Primary School | | |
| **Reporting to (job title)** | School Business Manager/Headteacher | | |
| **Service/Section/School** |  | | |
| **Grade** | C | | |
| **Effective date** |  | **Job Number** | G.384 |

**Job Purpose:**

To help ensure the smooth day to day operation of the Administrative service to the school. Helping to maintain and devise efficient and effective processes and procedures including the use of the SIMS system.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

You will work alongside and under guidance of the School Administrator.

**Main duties and responsibilities:**

1. To ensure the smooth day to day operation of the admin service to the school.
2. To maintain standards appropriate to admin service requirements of the school.
3. To assist the school in ensuring Health and Safety requirements are met. (Working alongside the School Administrator and Headteacher.
4. Adapt working priorities in order to achieve deadlines required by others, and be able to prioritise those due to importance.
5. To help the Headteacher with the weekly newsletter
6. To help maintain an up to date school website, e.g. calendar days, newsletters, policies.
7. To be the first point of call for email/phone communications.
8. Ensure that schoolcomms system is maintained accurately for dinner bookings and school trip payments.
9. Help School Administrator in ensuring school dinners are ordered effectively.
10. To ensure registration records are complete, and chase parents if absences are not explained by 9.30am.
11. Maintain and review Sign in app reports, and use in case of emergencies.
12. Help Headteacher/School Administator with the organising and coordinating of Meal Time Assistants, ensuring cover has been arranged for any staff absence.
13. Help maintain staff absence/pupil absence records.
14. Ensure professional liaison at all times with parents, other staff, Exe Valley Federation and external bodies, including Devon County Council.
15. To filter communications (post, phone calls, e-mails) and redistribute appropriately
16. To book visiting speakers, contractors, school buses or groups as required To follow direction of the School administrator in ensuring that the school systems are kept up to date at all times

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management | N/A |  |  |
| Experience | Experience of administration work. | Experience of admin work in schools. |  |
| Practical Skills | Good team worker  Well organised  Ability to multi-task  Ability to use initiative and work independently |  |  |
| Communication | Good communicator with young people, staff and parents. |  |  |
| Personal Qualities | Approachable and friendly persona.  Clear enhanced CRB. |  |  |
| Strategic Thinking | N/A |  |  |
| Technology / IT Skills | Good ICT skills to support use of email/website/admin systems. |  |  |
| Education and Training | GCSE Grade C or above in English & Maths. | NVQ2 in Business Administration |  |
| Equal Opportunities | Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations. | | Demonstrate knowledge at Interview |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | | OH1 |
| Other relevant factors | Commit and conform to DCC Customer Service Standards | |  |

1. **Supervision and Management:**

The post holder would not be responsible for the management of other members of staff but may on occasions allocate routine tasks to others.

1. **Creativity & Innovation:**

The post holder would generally work within the prescribed procedures but may be required to review existing procedures and have input into new systems that are being created.

1. **Links with other officers, Service users or Members of the public:**

Teaching and non-teaching staff, in respect of provision of information re day to day running of the school, especially regarding visits and visitors.

Parental contact – the post holder will be required to contact parents to arrange meetings and they will often be the first point of contact for incoming phone calls and e-mails.

External groups – Work with to ensure that all administrative demands and needs are met.

Work with the website provider to keep school website up to date, relevant and informative.

Other educational agencies – to access information on behalf of the senior leadership team that may be useful on the web site.

1. **Levels of Responsibility:**

The post holder will be an integral member of the school admin team. As part of this team the post holder will be expected to input into existing procedures.

The post holder will organise information according to school priorities and perceived parental need.

There is flexibility in prioritising but allowing for meeting deadlines established by the senior leadership team.

1. **Effects of Decisions:**

The post holder will be required to identify and recommend options for consideration, but ultimately will not be responsible for the decision to implement changes to procedures.

1. **Resources:**

The post holder will be responsible for inputting and updating school data systems as required.

The post holder will be required to handle cash and follow the office cash handling procedures and assist in financial administration as required by the School Administrator, Headteacher and School Business Manager.

1. **Work Demands:**

Due to the nature of the role, work will be subject to frequent interruption. Requests can come from a variety of staff supporting pupils across the school and from pupils themselves.

The post holder will be required to determine own priorities in order to meet daily deadlines.

The post holder will seek guidance to resolve conflicting priorities.

1. **Physical Demands:**

No physical demands placed on the post holder.

1. **Working Conditions:**

An office environment.

1. **Work Context:**

Office based administration.

1. **Knowledge & Skills:**
   * All aspects of office procedures and systems, e.g. telephone contact, filing, data collection and entry
   * Ability to work with primary aged pupils, listening and responding to their view point/priorities
   * IT skills – Microsoft packages (word, excel and outlook, desktop publishing), schools database (sims.net).
   * Good standard of English and Maths, written and oral. NVQ 2 level.
   * Effective organisation skills and good interpersonal skills.
   * Ability to handle a number of different tasks and work to deadlines.
   * Ability to communicate at all levels.
   * Ability to identify and recommend options for consideration but ultimately will not be responsible for the decision to implement changes to procedures.

**Signatures**

**Job Description agreed by:**

**Appointee**

**Appointee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**

**Head teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**