

# JOB DESCRIPTION:

## Administrative Assistant



GRADE: 2 Point 4

RESPONSIBLE TO: Office Manager

### JOB PURPOSE:

Work with the Office Manager to administer and maintain reception and administrative systems, which will support and enable the school to deliver and sustain educational excellence

### JOB ROLE

- Operate the school's administrative systems to provide the best possible support service to teaching staff, pupils, parents and carers and the wider school community
- Act as the school's central point of communication and information by working with the Office Manager to maintain and operate an efficient and welcoming school office

### MAIN RESPONSIBILITIES

#### Reception

- Act as the first point of contact to welcome staff, pupils and visitors to the school. Receive visitors, deal with routine queries, and refer non-routine matters to the Office Manager, Head of School or Executive Headteacher, as appropriate
- Ensure compliance with signing in and out records for staff, visitors and contractors in accordance with safeguarding procedures
- Maintain security by ensuring that all visitors are escorted when they enter the school, unless they are visiting class teachers etc. who have had the appropriate safeguarding checks. In the event of doubt, refer to the Office Manager, Head of School or Executive Headteacher
- Ensure that the Reception area and Front Office are kept clear and tidy, that information is accessible for visitors to the school
- Make and receive telephone calls and resolve queries or refer to the Office Manager, act as point of contact for relaying messages or other information to teaching and support staff, as required

#### Clerical Tasks

Contribute to the efficient operation of the school's administration by undertaking clerical duties as directed including but not limited to:

- Ensuring morning and afternoon registers are fully completed using the school's Management Information System, Arbor
- Helping to ensure that the information held on Arbor remains up-to-date and accurate
- Sending out electronic communications to families in a timely manner
- Providing administrative support to the teaching team, contact lists and reports etc.
- Providing assistance in monitoring and responding to school emails as appropriate, throughout the working day
- Maintaining and processing electronic pupil records, including assisting with the completion of returns for the Trust, DfE, LA and other statutory bodies, as directed
- Maintaining the filing system for pupil records (blue folders)
- Assisting with the provision of information for school stakeholders, as requested and in accordance with agreed deadlines
- Processing incoming and outgoing mail
- Liaising with the School Nursing Team to organise and facilitate dental, flu and child measurement programmes

- Undertaking other record keeping tasks, as required, in accordance with published and/or agreed deadlines
- Administration and facilitation of Parents' Evenings
- Assist with the administration of swimming provision
- Assist the school photographer for class and individual photos
- Assist with the organising of school trips and afterschool clubs
- Manage the administration of the Cool Milk and National School Fruit and Veg schemes, ensuring accurate records are maintained

### Specific Tasks (allocated across the team)

#### Attendance:

- Contact families in the event that no reason has been provided for absence
- Record all latecomers
- In consultation with the Head of School or Executive Headteacher, produce attendance letters for parents
- Produce attendance statistical returns, as required, by agreed deadlines
- Liaise with the Trust Education Welfare Officer, as and when necessary
- Process pupil absence requests
- Provide leadership team with data, as requested

#### School Meals:

- Liaise with the school kitchen to provide daily dinner numbers
- Record payments accurately on Arbor and chase any outstanding balances
- Produce statistical returns, as required

#### Admissions:

- Maintain a log of admission enquiries
- Process information regarding pupils joining and leaving the school in accordance with Trust admission arrangements
- Process Children Missing in Education (CME) forms
- Process Common Transfer Files (CTFs)
- Request pupil, SEND and safeguarding files from transferring schools

#### Media and Marketing:

- Promote the school via the school's social media feed
- Assist with keeping the school website up to date
- Update and prepare the school prospectus as required by the Office Manager, Head of School or Executive Headteacher and prepare information packs as required throughout the year
- Send half-termly newsletters and weekly achievements to parents/ carers

#### MDSA Support:

- Supporting play and positive social interaction in the playground
- Provide lunchtime support in supervising and engaging with children during lunch break,
- Overseeing behaviour and safety in the dining hall and outdoor areas

#### First Aid:

- Act as a first aider
- Monitor, record, analyse and file first aid incidents using the school's medical tracking system, with reports reviewed and filed on a half-termly basis
- Maintain and update records for Asthma Plans, Allergy Plans and Medical Care Plans using the school's medical tracking programme.
- Ensure all plans are signed by parents and reviewed and updated annually or as required
- Complete Risk Assessments for minor injuries and liaise with parents and staff
- To have a comprehensive understanding of CET first aid policies and procedures and ensure the school is compliant
- Ensure that all medication kept in school has the correct completed paperwork and is administered following the current policy and procedures

## General

- Actively contribute to and promote the overall ethos and aims of the school
- Participate in training and other learning activities and performance development as required
- Maintain consistent high standards of professional conduct, tact and diplomacy always in dealings with parents and carers, colleagues and all school stakeholders
- Maintain absolute confidentiality and always exercise discretion with regards to staff/pupil information and the School Office
- These duties may be varied at the reasonable discretion of the Executive Headteacher, Head of School or Office Manager and post holders may be expected to undertake other duties of a similar level/nature which are considered appropriate to the level of the post.

Chilton Community Primary School is committed to safeguarding and always promoting the welfare of children and young persons.

### Enhanced DBS Disclosure is required

The Administrative Assistant, under the guidance of the Office Manager, Head of School & Executive Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the school's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**PERSON SPECIFICATION:**



# Administrative Assistant

<b>Experience, Training and Qualifications</b>	<b>Essential / Desirable</b>
Good level of education with A-C in English and Maths	E
Experience of working in a busy school administrative position	D
Dealing with face-to-face and telephone interactions	E
Carrying out administrative tasks	E
<b>Knowledge, Skills and Abilities</b>	
Good knowledge of safer recruitment procedures (training will be provided)	D
Excellent communication skills both verbally and written	E
Excellent IT skills with a good working knowledge of Microsoft Office	E
Excellent organisational skills with the ability to work at pace, multitask and prioritise to meet deadlines	E
Ability to use information management systems (training will be provided)	D
Ability to respond quickly and effectively to issues that arise	E
Ability to use own initiative	E
Ability to build effective working relationships with colleagues and work as part of a team	E
High levels of accuracy with strong attention to detail	E
Proactive in your approach to improving processes and introducing efficient and effective systems	E
Understanding of data protection and confidentiality	D
<b>Personal Qualities</b>	
Ability to work flexibly as the workload demands	E
Able to maintain issues of confidentiality within the working environment	E
Ability to show initiative and prioritise own work even when under pressure	E
Willing to consent to apply for an enhanced DBS with barred list check	E
Able to work flexibly to support others and respond to unplanned situations	E
Commitment to the highest standards of child protection and safeguarding	E