

Grove Park Academies

Aspire School

JOB DESCRIPTION

**Title of Post** Administrative Assistant

**Accountable to** Office Manager and Headteacher

**Salary** KR3

**Hours of Work** 32.5 hours per week, term time only

**Job purpose:**

* To provide administrative support to SLT and other members of staff, as necessary
* To assist the Office Manager with the day to day school administration.

**Specific Duties:**

1. Assist the Office Manager in administrative duties within the school efficiently and in full accordance with statutory requirements;
2. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries. Receive visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently;
3. Ensure school security arrangements are always complied with, assisting visitors with visitors’ badges and signing in the Inventry system;
4. Make initial enquiries regarding children’s sickness, absence and lateness, and liaise with parents, carers and staff;
5. Act as the initial point of contact for parents regarding attendance issues - explaining attendance expectations to parents in accordance with the school policies;
6. Record pupils’ absences and late arrivals on SIMS, maintaining accurate attendance records. This may include recording staff absence and sickness;
7. Collect and manage daily registers and school meal information and liaise with class teachers in the event of any missing data;

1. Assist with the arrangements of events and school visits; prepare relevant paperwork and documents for the participants, as well as take accurate meeting notes as required;
2. Keep an accurate record of trips and school meals’ payments received from parents using the Tucasi payment system and liaise with parents in the event of any missed payments;
3. PSF – resources, raising requisitions, ordering and checking in deliveries
4. Issue routine correspondence to parents and external professionals;
5. Open, sort and distribute incoming mail and promptly post any outgoing mail;
6. Accept and sign for deliveries as appropriate;
7. Arrange orderly and secure storage of stationery and office supplies;
8. Undertake typing and word-processing and other IT based tasks;
9. Undertake photocopying and shredding as required, reporting faulty office equipment as necessary;
10. Create and maintain filing systems, both electronic and physical;
11. Comply with individual responsibilities in accordance with the role for health and safety in the workplace;
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
13. Participate in performance review process taking responsibility for your own learning, development and training opportunities in discussion with the line manager.

**General duties and responsibilities:**

* To help promote positive behaviour, ethos and values;
* To be committed to the safeguarding and welfare of all children;
* To show commitment to Equal Opportunities to all children and adults at Aspire;
* To work with colleagues in ensuring efficient and responsible use of resources and equipment;
* To accept joint responsibility with others, who work at Aspire, for the general appearances of the building’s interior appearance, including general tidiness and displays;
* To understand and follow all policies;
* To work together collaboratively and professionally, being diplomatic and tactful;
* To be a good role model in speaking and listening, using correct grammar;
* To report any concerns directly to members of the Senior Leadership Team.

**Grove Park Academies** are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

This job description may be amended at any time, with your agreement, to reflect or anticipate changes in the job. This job description will be reviewed annually or when necessary.

You may be asked to work between Aspire and Grove Park Primary School’s sites.

**Declaration**

As part of the risk by association legislation I will inform my line manager immediately if anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_