Chartham Primary School

Job Description

Job Title:	**Administration Assistant**
Grade:	**KR3**
Salary:	**£19,293 (based on full time), 39 weeks per year**
Contract:	**32.5 hours per week, 8:30 am – 3.30pm Mon – Fri**
Responsible to:	**School Business Manager**

Purpose of the Job:

To provide administrative functions for the school under the direction of the School Business Manager, taking a proactive role in relation to its day-to-day functioning.

Key duties and responsibilities:

School Office: First point of contact for phone, electronic and face-to-face enquiries, in a very busy school office. This includes dealing with parents in person and by phone/email, teachers, visitors, external agencies etc.

Data: Maintain student information on the school's management information system (Arbor), ensuring all details are up to date to aid accurate reporting and returns as appropriate, including daily registers.

Admissions: To provide support with the administration of transition from Y6 to secondary school and Reception intake, including liaison with KCC Admissions Team and other schools.

Attendance: Maintain a daily attendance register. Follow up student absences and lateness by telephone and/or email, on a daily basis, making appropriate referrals where necessary. Liaise with the Headteacher regarding Holiday/Leave of Absence requests.

General Administration: Provide administrative support to the organisation of school trips, events and end of term activities. Assist with arrangements for school visits and events and collect monies where appropriate.

Use Arbor to write and send communication to parents, to set up and deal with bookings for school trips and events.

Manage FSM applications and ensure Arbor/school kitchen is correctly updated and staff aware.

Be familiar with and comply with a full range of policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure pupils' well-being and to act as fire warden.

Other duties as reasonably requested by the School Business Manager.

Footnote:

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification is stated on the next page.

Person Specification – Administration Assistant

	CRITERIA
QUALIFICATIONS	• GCSE Maths, English and ICT or equivalent. • Enthusiasm and a willingness to learn.
EXPERIENCE	• Proven administration experience. • Excellent communication skills, verbal and written. • Proven experience in use of MS Applications including Word & Excel. • Experience of using SIMS and/or Arbor.
SKILLS AND ABILITIES	• Ability to receive and assess information over the telephone or in person, communicate effectively and refer to the appropriate person or source of information. • Relates well to children, parents and outside agencies and is able to establish good relationships. • Ability to deal with potentially difficult or sensitive situations, in a professional and appropriate manner. • Attention to detail and ability to maintain accurate records. • Ability to forward-plan, prioritise and meet deadlines, taking personal responsibility for organising day-to-day workload. • Ability to investigate queries and anomalies when required. • Ability to operate computerised and manual filing systems and to make improvements where necessary • A good team member, willing to share ideas and skills, with the self-confidence to make well-informed decisions and be proactive with the initiative to act, or ask when unsure. • Excellent interpersonal and organisational skills together with patience, empathy and a sense of humour.
KNOWLEDGE	• Awareness of Data Protection and confidentiality issues. • Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety. • Demonstrate a good understanding of the work of a school.