



WOODLANDS PRIMARY SCHOOL

JOB DESCRIPTION: Administrative Assistant

Responsible to: School Office Manager

To provide administrative and organisational services to the school.

Job Purpose

Working closely with the School Office Manager to provide clerical and administrative duties, taking a proactive role in relation to the day-to-day functioning of the school.

The key duties of this post will generally include:

Administration

- To support the daily administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages including SIMS and ParentMail
- To be the First Aid Co-ordinator responsible for the ordering of supplies, booking of training and maintaining up to date records. To ensure processes are consistent across the school and in line with school policy
- To administer medicine and First Aid to pupils where necessary
- To be the first point of contact with parents, carers, staff and visitors, greeting them in a courteous, prompt and efficient manner, investigating queries, assessing the nature of telephone calls and referring them appropriately
- To deal with public enquiries in a professional manner and to respect confidential information relating to staff, students and families
- To assist with the coordination of school clubs
- To be actively involved with the coordination of school trips and events
- To produce lists, information and data as requested by staff
- To develop and maintain manual and computerised records
- To assist with the recording of pupil absences and enter them into the SIMS database
- To assist with arrangements for visits e.g. school nurse, photographer
- To arrange and coordinate appointments and meetings for staff and external agencies

The duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate, reasonable additional duties, including supporting other professional support staff teams within the context of the job skills and grade.

PERSON SPECIFICATION FOR: Administrative Assistant

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

	CRITERIA
EXPERIENCE	Experience of using Microsoft Office (especially Outlook, Word and Excel) is essential. Experience of using SIMS and ParentMail and working in a busy school office would be highly desirable.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (written and spoken)• Computer literacy - ability to produce a range of documents and reports, using Microsoft Office, SIMS and ParentMail• A calm manner to deal with all situations• The ability to work with colleagues as part of a team, to be flexible, adaptable and to multi-task.• Ability to organise and prioritise workload to achieve deadlines• Excellent administrative skills including the ability to develop and maintain effective computerised and manual filing systems• Ability to investigate complex queries and anomalies when required• Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.• Knowledge of computerised and manual filing systems• Awareness of Data Protection and confidentiality issues• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety

Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management Process.

Signed:

Date: