



All Souls' Church of England Primary School

Stanley Road, Folkestone, Kent, CT19 4LG

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Headteacher: Mrs Ransley
Deputy Headteachers: Mrs Wakeling and Mrs Walker



JOB DESCRIPTION

Job Title: Admin Assistant

Line Manager: School Business Manager (SBM)

Salary: APLb

Role Purpose

To provide general reception, clerical and administrative support to the school under the direction or instruction of the SBM.

The administrator will be responsible for presenting a high standard of care in welcoming visitors to the school.

They will maintain a welcoming environment, for visitors, staff and pupils.

They will assist with high standards of communication between stakeholders.

Main Areas of Responsibility

The post holder will be responsible for:

- ❖ Undertaking reception duties; act as first point of contact in response to telephone and face-to-face enquiries.
- ❖ Answering the telephone and being proactive in responding to the call – forwarding appropriately or dealing with proactively as appropriate.
- ❖ Sign in and greeting visitors and acting as a positive and welcoming representative of the school to all visiting stakeholders.
- ❖ Ensuring the office environment and reception are kept to a high standard of tidiness and organisation, as appropriate for the front of the school as a professional, efficient working area.
- ❖ Receiving deliveries and alerting the SBM to its arrival.
- ❖ Ensuring the admin cupboard is fully stocked and well organised.
- ❖ Order school meals each day, ensuring excellent communication with the local school that cooks the meals and ensuring the registers and payment system are update daily. Communicate with Catering Staff on meals numbers each day.
- ❖ First point of contact for sick/absent pupils and report pupil absences to the designated SLT each day.
- ❖ Opening and distributing post to the relevant person/department.
- ❖ Monitoring the photocopiers, calling on maintenance where needed.
- ❖ Assisting at events as required – this may include evening events.
- ❖ Scanning, photocopying and filing for the admin team, School Business Manager, Inclusion Lead and SLT.
- ❖ Keep school calendar up-to-date.
- ❖ Assist with preparing Prospectus and Admission packs.
- ❖ Any other appropriate administrative tasks that the line manager delegates.

Other Duties:

- ❖ To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;



- ❖ Share the Trust's and the School's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- ❖ Ensure that all duties and services provided are in accordance with all the Trust's procedures in line with Staff Handbook/professional expectations;
- ❖ To undertake training as necessary;
- ❖ To actively engage in the performance management process;
- ❖ To be willing and enthusiastic in engaging with continuous professional development;
- ❖ To undertake any other duty as specified by the Senior Leadership Team or School Business Manager not listed above;
- ❖ To be a key part of the life of the school community, to support both the values, vision and ethos of the school and encourage students to follow this example.

Experience and knowledge required of the post holder

The post holder must have:

- ❖ Excellent people skills, being able to respond appropriately to diverse and sometimes challenging situations.
- ❖ Capacity to respond calmly and sensitively under pressure.
- ❖ High level of communication skills.
- ❖ High level of literacy skills.
- ❖ High level of IT skills.
- ❖ Experience of working in a school, with a knowledge of school-based systems would be preferable although is not a requirement.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- ❖ Ability and willingness to contribute towards the school's vision, values and ethos;
- ❖ High ethical standards;
- ❖ Strong interpersonal, written and oral communication skills;
- ❖ Motivation to improve standards and achieve excellence;
- ❖ Ability to demonstrate honesty and integrity;
- ❖ Excellent organisational skills;
- ❖ Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- ❖ To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- ❖ To be highly motivated and to have a flexible approach towards work and working hours.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees are expected to comply with any reasonable request from the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

