

**Maypole Primary School**

**Administration Assistant Job Description**

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| **Job Title:** | Administration Assistant |
| **Grade:** | Kent Range 3 |
| **Responsible to:** | Office Manager and Head of School  |
| **Purpose of the Job:** |
| To provide general clerical or administrative support to the school under the direction or instruction of senior staff.  |
| **Key Duties and Responsibilities:**  |
| * Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Head teacher
* Update manual and computerised records/management information systems.

Individuals in this role may also undertake some or all of the following: * Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
* Open, sort and distribute incoming mail and post outgoing mail.
* First point of contact for sick pupils, liaise with parents / carers / staff.
* Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
* Ensure collection of attendance registers.
* Arrange orderly and secure storage of supplies.
* Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
* Arrange and coordinate appointments and meetings on behalf of the Head teacher and other senior members of staff, organising venues and equipment, dealing with relevant documents.
* First point of contact for sick pupils, liaise with parents/carers/staff.
* Assist with arrangements for school visits and events.

In addition, all members of the school community are expected to:* Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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. |
|  | **Criteria** |
| **Qualifications** | NVQ 2 or equivalent |
| **Experience** | Operational experience of administrative systems  |
| **Skills and Abilities** | * Ability to Communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
* Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator
* Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided
* Ability to work to deadlines, eg when studying
* Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
* Confidence and ability to ask questions relating to achieving the task
* Confident telephone manner and ability to write down accurate messages
* Good organisational skills, gained either through a course of study or within paid or voluntary work
* Ability to use a filing system, once training has been provided
* Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes
* Ability to retain and use a range of new information
* Ability to work confidentially, keeping work-related issues and discussions in the workplace
* Willingness to attend training courses which help you in your current role and develop your potential for other roles
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| **nowledge** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.
* Awareness of equalities and diversity issues – respecting the needs and views of other people
* Understanding of health and safety issues within the workplace, once these have been explained
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