

# Job Description

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## Administration Assistant

**Grade:** Kent Range 4

**Hours:** 32 hours per week

**Weeks:** Term-time only, plus staff development days (39 weeks)

**Salary:** £20,103 FTE, Pro rata £20,103

**Reporting to:** Head Teacher and Office Manager

**Based at:** Primarily based at Lydd Primary School. Travel between Trust sites may be required

**This is a permanent position** (subject to a 6-month probationary period)

### Purpose of the job

- Assist the Office Manager and provide effective administrative support in the day to day running of the office
- Ensure that all visitors, staff and pupils are greeted in a professional and timely manner
- Assist in the maintenance of various Management Information Systems

### Key duties and responsibilities

- Answer telephone and email enquiries, referring enquiries to the Office Manager or Headteacher if needed
- Record daily attendance registers, make initial enquiries with parents regarding unexplained pupil absence/lateness – including first day calling/texting
- Collate and oversee pupil attendance, swiftly escalating concerns to Family Liaison Officer.
- Responsible for all holiday PCN correspondence, letters and attendance reports between school, parents and Trust Attendance Officer.
- Run the required attendance reports to be shared with the Family Liaison Officer for monitoring meetings.
- Ensure attendance related letters issued by the Trust Attendance Officer are sent within a timely manner.
- Send communications to parents via MIS system (Arbor).
- Printing and distributing school reports.
- Responsible for Free School Meal applications and updating MIS and relevant staff of new applicants.
- Provide efficient cover of reception, dealing with visitors and enquiries, ensuring all visitors sign in/out in accordance with school procedures.
- Update school diary and arrange meetings/room bookings/visits from external agencies when required.
- Ensure manual and computerised records and MIS for pupils are kept up to date to support the efficient operation of the school.
- Support the Office Manager with the administration of admissions by checking ID for applicants and preparing paperwork.
- Assist teachers to organise clubs, trips and other extended services, contacting parents and pupils as well as obtaining quotes where necessary, share costings with Office Manager.
- Keep school website up to date.
- Assist the Office Manager in ensuring staff boards and notice boards are kept up to date.
- Support the Office Manager with other general administrative duties such as scanning, photo copying and filing.
- Take responsibility for your own learning and development.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Any other work that supports the smooth running of the school office.



Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children

**This role is subject to an enhanced DBS check**

**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

## Administration Assistant

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>GCSE grade A*-C in English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent experience with proficient knowledge/skills in business administration</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of producing a wide range of documents and reports using Microsoft Word, Excel and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of a range of software and school administrative systems EG Arbor, SIMS, RM Integris, Office 365/Share point</li> <li>Previous experience of working in an educational environment</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent IT skills, able to type quickly and accurately</li> <li>Able to communicate and convey information clearly and accurately both orally and in writing to a range of people</li> <li>Able to use own initiative to solve problems and respond proactively to unexpected situations</li> <li>Able to organise workload to meet deadlines</li> <li>Able to investigate queries and anomalies in an organised and methodical manner</li> <li>Able to deal calmly, tactfully and effectively a range of people</li> <li>Able to balance constantly changing priorities</li> <li>Able to both work as part of a team and use own initiative</li> <li>Able to show sensitivity and objectivity in dealing with confidential issues.</li> <li>Awareness of Data protection.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant child protection policies which keep children safe in a school setting</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Good time keeping and attendance</li> <li>Flexible and responsive to change</li> <li>Patient and calm under pressure</li> <li>Self-motivated and pro-active</li> <li>Co-ordination skills to arrange meetings and appointments</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Diplomatic and resourceful</li> </ul>	
Values	<ul style="list-style-type: none"> <li>Commitment to school's aims and values</li> <li>Commitment to continuous personal development</li> </ul>	



	<ul style="list-style-type: none"><li>• Honest and reliable, displays integrity and commitment, acting as an ambassador for the Trust</li><li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family.</li></ul>	
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