



# Lunsford Primary School

## Job Description

**Job Title:** Administration Assistant

**Grade:** Kent Range 3

**Hours:** 21.5 hours per week, term time only

**Reports to:** Office Manager

**Accountable to:** Headteacher

### Job summary

The School Administration Assistant is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the Admin Assistant should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same within the School Office.

#### 1. Purpose of the Job:

To provide general clerical or administrative support to the school under the direction or instruction of the Office Manager and senior staff.

#### 2. Key duties and responsibilities:

- Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms, administration relating to school meals.
- Update manual and computerised records/management information systems.

#### 3. Individuals in this role may also undertake some or all of the following :

1. Undertake reception duties, act as first point of contact in response to telephone and face-to face enquiries, sign in visitors.
2. Manage the issuing of hire agreements for school lettings.
3. Assist with arrangements for school visits and events, for example booking of coaches, arranging first aid kits and medications.
4. Record staff absence on Arbor and report relevant absences to Payroll on a monthly basis.
5. To check invoices from the school caterer to ensure they are correct then pass them to the Business Manager for payment.



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6. Occasionally handle cash/cheques e.g. for school visits and keep simple financial records via Parentpay, referring any problems to the line manager, to ensure that financial records are accurate.
7. To update the school website with important letters and dates.
8. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary. Lunsford Primary School
9. To proof read all documentation before it is issued out to the wider school community.
10. Dealing with First aid issues and administering children's medicine.
11. Maintain stocks and supplies, for the School Office and Classrooms.

**CRITERIA** The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these 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. and maintain full confidentiality at all times.
- Literacy and numeracy skills.
- 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.
- Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure.
- A warm and welcoming manner.
- The ability to manage self & time well including the ability to work to deadlines.
- 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.
- Ability to retain and use a range of new information.
- Ability to work confidentially, keeping work-related issues and discussions in the workplace.
- Commitment to equalities and the promotion of diversity in all aspects of working.



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### **KNOWLEDGE**

- Requires knowledge of a range of administrative support tasks and office and related school procedures and IT systems. Arbor, Parentpay Schoolcoms – training will be given.
- 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.
- Awareness of GDPR and confidentiality issues. Lunsford Primary School
- Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be require