Job Description: Administration Assistant

School: Rowhill School

Grade: Kent Range 5

Responsible to: School Business Manager

Job Purpose:

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key duties and responsibilities:

1. Provide administrative, and organisational services to the school
2. Co-ordinate pupil EHCP reviews
3. Support provision plan reviews
4. Liaise with other staff, parents and external agencies
5. Maintain pupil data on the SIMS database
6. Perform the pupil census
7. Maintain all student files
8. Maintain and distribute the whole school class list
9. Prepare and distribute the termly school newsletter.
10. Undertake a range of administrative tasks to support the efficient operation of the school – including word processing/data entry/filing and any other duties within the capacity of the postholder as may be reasonably requested.
11. Provide cover for the Reception Desk

*This job description is provided to assist the job holder to know what his/her main duties are. The duties above are neither excusive nor exhaustive and the post holder may be required by Senior Management to carry out appropriate duties within the context of the job, skills and grade.*

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

Person Specification: Administration Assistant

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.

|  |  |
| --- | --- |
|  | CRITERIA |
| QUALIFICATIONS | GCSE in English and Maths |
| EXPERIENCE | Proven administration experience  Previous experience of working in a school would be advantageous |
| SKILLS AND ABILITIES | Ability to deal calmly, tactfully and effectively with a range of people.  Ability to convey information clearly and accurately orally and in writing to a range of people.  Ability to work in an organised and methodical manner.  Ability to take personal responsibility for organising day to day workload, prioritising effectively and working to deadlines.  Ability to work effectively and supportively as a member of the school team.  Be adaptable and work well under pressure whilst multi-tasking.  Able to use own initiative to solve problems and respond proactively to unexpected situations. |
| KNOWLEDGE | Demonstrate a basic understanding of the work of a school.  Knowledge of a range of computer applications – including Word/Excel/Powerpoint/Outlook/SIMS.  Demonstrate an understanding of confidentiality and child protection issues in a school setting. |