

SHEERNESS WEST FEDERATION JOB DESCRIPTION



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| JOB TITLE: | Administration Assistant |
| REPORTING TO: | HR & Professional Development Manager |
| GRADE: | KR3 |
| HOURS/WEEKS: | 30 hours per week - 39 weeks per year |
| SITE: | West Minster School |

PURPOSE OF THE JOB:

Provide general administrative support in a busy school office, supporting the Administration Officer as directed with various assigned duties and to be the first point of contact to all parents, carers and other stakeholders.

KEY DUTIES AND RESPONSIBILITIES:

1. Provide administrative support e.g. photocopying, typing, filing, shredding, emailing, scanning, completion of routine forms. Delivering messages etc. around the school site.
2. Update manual and computerised records/management information systems as directed by the Administration Officer.

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, an understanding GDPR.
2. First point of contact for sick pupils, liaise with parents / carers / staff. Record any absence answerphones messages and relay these to the Administration Officer and Attendance Officer where necessary.
3. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants.
4. Collate paperwork and relevant data/information where necessary and as directed.
5. Occasionally handle cash e.g. for school visits and keep simple financial records, referring any problems to the Administration Officer or line manager, to ensure that financial records are accurate.
6. Reporting faulty machinery and equipment as necessary.
7. To work with and alongside other School Office and support staff assisting where necessary with a flexible approach.

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT

| | ESSENTIAL |
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| QUALIFICATION | <ul style="list-style-type: none">• A good level of education with sound literacy and numeracy skills |
| CHARACTERISTICS | <ul style="list-style-type: none">• An enthusiastic and versatile team player, committed to the ethos of the school• Have strong organisational and administrative skills and be able to use ICT effectively• Have the ability and temperament to work under pressure in an often hectic environment• Demonstrate complete confidentiality and loyalty to the school, its Governors, staff and pupils• Have a confident, warm and welcoming manner in both person and on the telephone• Have a smart professional appearance• Good communication skills• Have a “can do” attitude and a flexible approach• |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Ability to work in an organised and methodical manner• Ability to convey information clearly and accurately orally and in writing to a range of people• Ability to take personal responsibility for organising day to day workload• Ability to work effectively and supportively as a member of the school team• Good IT skills / accurate keyboard skills for data Inputting |
| DESIRED | <ul style="list-style-type: none">• A good level of office and clerical skills. |