

ADMIN ASSISTANT

School: Nexus School, Tonbridge
Job Title: Admin Assistant
Reports to: School Business Manager & Pupil Admin Manager
Hours: 37 hours per week, Term Time Only
Salary Range: Kent Range 4



JOB DESCRIPTION

Purpose of the Job:

- To provide an efficient administration and reception service to support the smooth operation of the school and its satellite provision.
- To support the receptionist and cover the reception in the receptionist's absence.
- Supporting the pupil administration team with adhoc duties as and when required.
- Supporting the business administration team with adhoc duties as and when required.

Dimensions:

- Administration of the communication platforms, including phone calls, emails, post, Parentmail, school website and social media etc
- To undertake the provision of general administrative and organisational services as needed: typing, filing, shredding, photocopying, post, archiving etc
- Taking minutes at meetings when required
- Assist with the arrangements for educational visits and activities, collating risk assessments, purchase, bus bookings etc
- Assisting with pupil dinner registers and payments
- Assisting with pupil attendance management, completing first day absence calls and running reports
- First aid support for adults and children
- Update school policies as and when required
- Administration of staff absences
- Organising of the agency cover
- Organising school photos
- Managing the school lettings
- Arranging tours of the school
- Organising parents evening and other school events

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade C or above (or equivalent)
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of administrative duties Experience of working in a school and/or SEN environment is desirable.
Skills and Abilities	<ul style="list-style-type: none"> 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 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 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
Knowledge	<ul style="list-style-type: none"> 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 Awareness of Data Protection and confidentiality issues Knowledge and understanding of safeguarding
Behaviours	<ul style="list-style-type: none"> Professionalism Resilience Problem solving approach Positive attitude Adaptable and flexible Motivated Responsible Able to use initiative Confident Able to work under pressure Honesty and integrity