

# Admin Assistant Job Description



**Approved by:** Alison Neal

**Last reviewed on:** July 2024

**Next review due by:** July 2025

Contract: Full-time, permanent.

Reporting to: Head Teacher/ Deputy Head Teacher

**Purpose of the Job:**

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

**Reception duties:**

1. Provide an efficient and professional reception service – greeting visitors/parents, staff and pupils in a courteous, prompt and efficient manner ensuring school procedures are followed; sign in visitors, check identification/DBS checks, ensure contractors sign the asbestos register and visitors are made aware of fire evacuation procedures and safeguarding procedures.
2. Act as the main point of contact for the school, receiving telephone calls and emails, assessing their nature, investigating and dealing with the query or referring them to the appropriate person if required,

**Key duties and responsibilities:**

1. Provide administrative and organisational services to the school.
2. Liaise with pupils, parents/carers.
3. Liaise with other staff and external agencies.
4. Analyse and evaluate data and information and run reports.

5. Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments
6. Respond to reception and visitor enquiries.
7. Organise meetings and take notes.
8. Process forms, statutory returns, etc., including those to outside agencies.
9. Contribute to the planning and development of administrative procedures and systems.
10. Oversee and organise the administration of admission procedures.
11. To be responsible for personnel administration including advertising, interview packs, offer letters, setting up contracts, DBS checks and maintain personnel files.
12. Ensure staff and pupil files contain required information and documentation.
13. Order, monitor and manage stock, ensuring best value following the school's purchasing processes
14. Oversee and operate relevant equipment and IT packages (e.g Matific, CPOMS etc.)
15. Assist with the organisation of premises repairs.
16. Monitor pupil attendance, run reports, produce letters, liaise with the SLT.
17. Ensure visitor checks and health and safety processes are in place to monitor entry in and out of the building.

18. Assist with producing marketing and promotion material for the school.

19. Participate in training, performance development and other learning activities as required

20. Ensure that information is available to parents by updating the school website, sending out email alerts and Dojo messages.

This role involves regulated activity relevant to children and the postholder is responsible for promoting and safeguarding the welfare of children and young people.

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

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
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Qualifications	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent.</li> </ul>
Experience	Experience of development, management and operation of administrative systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Literacy and numeracy skills.</li> <li>• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.</li> <li>• Supervisory skills.</li> <li>• Have a friendly and welcoming manner</li> <li>• Be efficient with an attention to detail</li> <li>• Interpersonal, organisational and administrative skills.</li> <li>• Ability to develop and maintain effective computerised and manual filing systems.</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> <li>• Ability to investigate complex queries and anomalies when required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to take accurate notes and minutes of meetings.</li> <li>• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned.</li> <li>• Co-ordination skills when arranging meetings and appointments and arranging client care when required.</li> <li>• Ability to monitor and process accurate financial records.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.</li> <li>• Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</li> <li>• Knowledge of computerised and manual filing systems.</li> <li>• Awareness of Data Protection and confidentiality issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures.</li> </ul>
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