Happiness
Empowerment
Aspiration
Respect
Teamwork

Marlborough
School

Job Description

Post Title: Admin Assistant

Post No:

Department: Education

Grade: Bexley 05

Responsible to: School Business Manager

Hours: 36 hours per week
8.30am – 4.30pm Monday, Tuesday, Wednesday. 8.45am – 4.30pm Thursday & Friday

Weeks per year: 40 weeks per year
Term time plus inset days with the remaining days to be split over the school holidays to meet the needs of the school.

Main purpose of the job:
- To ensure high quality administrative support is provided to the school.
- To ensure and effective service is provided, maintaining a calm, professional, efficient atmosphere.

Major Duties and Responsibilities:

- To undertake receptionist duties, deal with routine enquiries, ensure all visitors sign in and out ensuring compliance with vetting and safeguarding procedures
- To provide administrative support to the school
- Diary management and hospitality for meetings, tours and events as required
- Ensure effective and professional communication with all stakeholders
- Maintain a high level of confidentiality and ensure compliance with GDPR procedures
- Direct and respond to emails received in the school Admin inbox in a professional and timely manner
- Deal with all incoming and outgoing post
- Maintain accurate records using a variety of software packages including SIMS
- Maintain accurate pupil and admin filing systems
- Recording of daily attendance, monitoring, recording and following up pupil absence
- Reconciliation of school meal numbers and school meal payments, providing statistics as required
- Support the School Business Manager with the completion of DFE and Local Authority returns
- Maintain pupil records and procedures including consultations, admissions, withdrawals, transfers etc
- Ensure effective administration is provided to support professionals' meetings including Annual reviews
- Liaise with professionals to enable NHS services to be provided in school (i.e. vaccinations)
- To provide administrative support for school trips, in school activities and residentials
- Ensure stock levels are maintained for administrative, hospitality and IT supplies
- Maintain the school website ensuring compliance at all times and update the school social media accounts
- Compile school newsletters as required

- Support the school leadership team in marketing the school
- Maintain ICT equipment across the school recording and monitoring ICT issues, carrying out minor repairs where possible and liaising with external contractors as necessary
- Maintain the ICT section of the asset register & a subscriptions log
- Undertake bus duty as required
- Undertake fire warden duties
- Act as a First Aider as required

Administration staff are expected to maintain an overview of all roles within the Admin team to be able to provide cover for absent colleagues.

Undertake other reasonable duties, commensurate to the level of this position, as directed by the Headteacher, SLT or School Business Manager.

Person Specification

Post Title: Admin Assistant

		Essential	Desirable
Qualifications	GCSE Maths & English – Grade C or above	✓	
	Relevant Level 4 or above qualification		✓
	First Aid and/or Mental Health First Aid Qualification		✓
	Full UK Driving licence		✓
Experience	Experience of working within a school or educational establishment with children and young people		✓
	Experience of working within a busy office environment		✓
	Experience of dealing with sensitive & confidential with discretion	✓	
	Experience of using SIMS packages		✓
Skills & Knowledge	Experience of using a variety of ICT packages	✓	
	Knowledge of Safeguarding		✓
	Excellent verbal and written communication skills	✓	
	Excellent organisational skills	✓	
	Understanding of GDPR	✓	
Personal Qualities	Ability to dynamically risk assess situations	✓	
	Ability to work as part of a team	✓	
	Flexibility to meet the needs of the school	✓	
	Self-motivated with ability to manage own workload and work with minimal supervision	✓	
	Team player, with ability to build relationships with a wide variety of stakeholders	✓	
	Ability to prioritise and manage conflicting demands	✓	