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Job Description: Administrative Assistant

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| **Based at:** | Minster in Sheppey Primary School |
| **Grade:** | Kent Scheme B Full time salary £25126  Either 30 or 37 hours per week /40 weeks per year |
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| **Responsible to:** | Office Manager |

**Purpose of the Job:**

To provide general clerical and administrative support for the school working as part of a team, under the direction or instruction from the Office Manager, taking a pro-active role in relation to its day to day function.

**Key duties and responsibilities:**

1. Recording and monitoring pupil attendance in liaison with Heads of School, FLO/TILT FLO
2. Undertake first day calling for absent children
3. Support the day to day clerical and administrative functions of the school
4. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls and directing these appropriately. Receiving visitors in a courteous, prompt and efficient manner. Ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently
5. Liaising in a professional manner with all outside agencies, schools and staff within the Trust
6. First point of contact for sick pupils, liaise with parents/carers/staff
7. Arranging school trips – sourcing transport etc.
8. Provide general administrative support to the Head of School.

**The Island Learning Trust is committed to safeguarding.  The Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.**

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Person Specification: Administrative 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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ 2 or equivalent |
| **EXPERIENCE** | Proven admin experience  Previous experience of Reception duties within in school and using Arbor PSlive would be an advantage but not essential. |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff, senior leadership, and outside agencies * High level literacy and numeracy skills * Ability to input data quickly and accurately * Computer literate – ability to use a computer and produce a range of accurate documents using Office 365, including Outlook email, Excel, Word * Ability to work to deadlines * Ability to work pro-actively and as part of a team * Good organisational skills * Ability to operate computerised and manual filing systems and to make improvements where necessary * Ability to undertake training to support the role * Ability to retain and use a range of information * Ability to work independently * Ability to work as part of a team * Ability to maintain confidentiality at all times |
| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems * Awareness of equality and diversity issues – respecting the needs and views of other people * Understanding of GDPR and health and safety issues within the workplace |