



Wentworth

Primary School

Head Teacher: Mr L. Pollock BA, (Hons) NPQH

Job Description and Person Specification

Administration Assistant Kent Range KSB

Purpose of the role: To provide general administrative support to the school.

Reporting to: The School Business Manager.

Key duties and responsibilities

- To provide high quality administration support including typing, emails and filing and using various IT databases.
- Provide an efficient and professional front of house service, welcoming visitors, staff and pupils ensuring safeguarding procedures are adhered to.
- Dealing with enquiries from all stakeholders and passing them to the relevant staff.
- Administration of monies received for various school items.
- Maintain regular contact with staff, pupils and parents when required.
- Updating pupil information on the school's Arbor database and pupil files.
- Maintain overview of daily operations within school office to ensure that parents, pupils, staff and visitor needs are addressed by appropriate staff and that the office is adequately covered, especially at busy periods.
- Ensure that mail is opened and delivered promptly on a daily basis.
- Manage the office email account and action accordingly.
- Ensure First Aid cover is provided from the School Office in the absence of the First Aid Officer. Maintaining own knowledge by attending training to ensure first aid qualification is held at all times.
- To undertake a range of administrative tasks to support the smooth running of the school requiring the knowledge of various ICT packages including MS office, and Arbor. Under the direction of the School Business Manager, to undertake any other duties commensurate with the level of the post,

Specific Duties

- Provide administration support to the whole school.
- Daily entry of dinner numbers.
- Input information to various databases including Arbor.
- Be efficient in using Word and Excel and other MS modules.
- Prepare and distribute the school newsletter.
- Maintain the school stationery stocks.
- Pro-actively promote full use of cashless payment system with a view to removing cash and cheque payments in school.
- Managing Communication to parents and staff and visitors.
- Admissions – receiving enquires to the school and passing these to the appropriate administration team member.
- Admissions – assist the Office Manager in the administration of the admissions process.
- School trips – organising and booking at direction of class teachers, preparing letters for parents, managing recording of payments and permission slips. Ensure appropriate documentation is completed.
- Miscellaneous duties including organising and managing school photographs, pupil NHS health check visits, maintaining overview of school uniform sales, dealing with or directing telephone calls, messaging service to classes, supervising pupils not collected promptly at the end of the school day.
- Any other duties as directed by the Head teacher and School Business Manager commensurate with the level of the role.
- Providing first aid support in the absence of the First Aid Officer.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the school.

Administration staff are expected to provide cover for absent administration colleagues sometimes at short notice.

All members of staff are expected, at all times, to display a commitment to the school's safeguarding practices and report any concerns to the Head teacher.

All members of staff are expected to adhere to the school's data protection practices and be aware of GDPR legislation at all times.

This job description is written to ensure the post holder is aware of their main responsibilities.

Signature of Post holder:

Date:

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Signature of Headteacher:

Date:

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PERSON SPECIFICATION

Area	Criteria
Qualifications	GCSE grade C or above in English and Maths or NVQ Level 2 or equivalent in skills related to this role.
Experience	<ul style="list-style-type: none">• Proven administration experience.• Previous experience of working in a customer facing role.• Experience of working in a school, preferably in a school office.• Experience of drafting letters and correspondence.• Experience of using IT databases (training will be provided if required).• First Aid qualification (training will be provided if required).
Skills and abilities	<ul style="list-style-type: none">• Has excellent inter-personal and communication skills to deal appropriately and effectively with parents, pupils, staff, governors and suppliers.• Ability to remain calm whilst working in a busy environment.• Has flexible approach to duties and is able to act on own initiative.• Keyboard skills applied with precision and speed.• Ability to prioritise own workloads and work to deadlines.• Is able to work efficiently and accurately under pressure.• Ability to undertake training to enhance knowledge and skills• Diary and time management skills• Flexible in the hours of work (in the event of staff absence)• Ability to balance constantly changing priorities.• Ability to take a proactive approach.• Ability to effectively maintain computerised and manual systems.• Commitment to equalities and the promotion of diversity in all aspects of working.• Ability to work with various database systems together with the confidence to learn new systems when required.

Knowledge	<ul style="list-style-type: none"> • Awareness of GDPR and working practices to ensure compliance at all times. • Knowledge of the school's retention policy. • Awareness of school policies and procedures including Safeguarding and Health and Safety.
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