



JOB DESCRIPTION

Post Title:	Administrative Assistant (Primary)	Grade :	BEX 05
Responsible to:	School Business Manager		
Responsible for:	N/A		
Main purpose of the job:			
<ul style="list-style-type: none">To provide an effective and efficient administrative support to the head teacher and the school			
Duties and Responsibilities:			
<ul style="list-style-type: none">To undertake reception duties , answering telephone, respond to routine enquiries and receive visitorsCollect, account for and bank cash for various purposesAdminister pupil catering and recording procedures including SIMS, passing on and obtaining information to/from other agenciesLiaise with parents, teachers, educational psychologists, educational welfare officers, health service staff and other stakeholders in the administrative & welfare aspects of their workAccount, hold and distribute pupil medicines, asthma pumps etc.To operate office equipmentUpdate SIMS MIS systemLiaise with external agenciesOrganise school events and tripsOrganise school toursUpdate the school website and communication platformsOperates office equipment including PC, copier/scanner, switchboard etc.Handles and accounts for cashUses SIMS after training to ensure records are kept up to dateUndertake statutory returnsLiaise with external agenciesWorks in close contact with teaching staff in dealing with pupil welfare and providing administrative supportFrequent daily contact with pupils dealing with administrative matters and medicines etc.Organise school trips and eventsOrganise school toursUpdate the school website and communication platformsAccount, hold and distribute medication to pupils considered competent to self-administerTo undertake any other duties commensurate with the level of the post			
Other areas of responsibility			

Safeguarding <ul style="list-style-type: none"> • Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies including the recording and reporting as per the policy and procedures of the Trust • Promote the safeguarding of all pupils in the school 		
Signed by:	Post holder:	Date:
	Line Manager:	Date:
Last review date	May 2022	
Next review date	May 2023	

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.



PERSON SPECIFICATION

Qualifications and training
<ul style="list-style-type: none">● GCSE or equivalent in English and Mathematics at grade C or above
Experience
<ul style="list-style-type: none">● Demonstrable experience of working within a reception / customer facing environment● Experience of administration and reception work in an educational setting● Experience of using email and Microsoft Office programmes● Experience of data management, preferably SIMS in an education setting
Skills and knowledge
<ul style="list-style-type: none">● Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff● Ability to work with due regard to confidentiality, data protection and safeguarding at all times● Excellent oral and written communication skills● Ability to follow set procedures and use own initiative in to solve problems and respond proactively to unexpected situations● Ability to work well under pressure in a busy environment and be able to multi-task
Personal qualities
<ul style="list-style-type: none">● Flexible approach, including a sense of humour and positive attitude toward work● Ability to deal calmly, tactfully and effectively with a range of people● Trustworthy and discreet for confidentiality● Ability to be pro-active with a team, working effectively with a range of styles and personalities● Proactive and keen learner, with a willingness to undertake further training and professional development for the role