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**West Borough Primary School**

**Job Description**

**Role: Admin Assistant**

**Grade: KSB**

**Hours: 9:30am – 2.30pm Monday – Friday** (term time

plus inset days)

**Responsible to: Office Manager**

**Purpose of the Job:**

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

**Key duties and responsibilities:**

1. Provide administrative support e.g. photocopying, filing, emailing completion of routine forms, administration relating to school meals. This could be directly supporting the Headteacher
2. Update manual and computerised records/management information systems (Arbor)
3. Undertake reception duties; act as first point of contact in response to telephone and face to-face enquiries, sign in visitors
4. Manage financial resources, process payments and ensure the security of school funds.

I**ndividuals in this role may also undertake some or all of the following:**

* Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
* First Aid (Training will be provided) and administering medication to pupils where needed
* Manage communication/signing-in systems (Parentmail/Inventry)
* Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary
* Annual Data Collection
* Assist with administration for stationery ordering/stock control
* Adding meetings & appointments via Outlook calendar
* Assist with admissions of pupils into the school and the Nursery
* Open, sort and distribute incoming mail and post outgoing mail
* Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required, sending relevant documents to participants and taking accurate meeting notes as required
* Arrange orderly and secure storage of supplies

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**Person Specification**

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** | Some experience of administration and office systems |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers and visitors
* Good literacy and numeracy skills
* Computer literacy – ability to use a computer confidently and produce a range of accurate documents, using Word, Excel, Outlook, Office 365, Arbor\*, ParentMail\*, Inventry\* (\**training will be provided*)
* Accurately input information into Arbor, once training has been provided
* Ability to work to deadlines and multi-task
* Confidence and ability to ask questions relating to achieving the task
* Confident telephone manner and ability to write down accurate messages
* Good organisational skills
* Ability to use a filing system
* Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes
* Ability to retain and use a range of new information
* Ability to work confidentially, keeping work-related issues and discussions in the workplace
* Willingness to attend training courses which help you in your current role and develop your potential for other roles
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| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems
* Awareness of equalities and diversity issues – respecting the needs and views of other people
* Understanding of health and safety issues within the workplace, once these have been explained
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