



Job Description: Administration Assistant – Level 1

Responsible to: School Administrator

Purpose of the Job:

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

Key duties and responsibilities:

Provide general administrative and clerical support for the school office e.g. photocopying, filing, completion of routine forms, administration relating to school meals. Support day to day clerical and administrative functions of the school including clerical processes, word processing and I.T. based tasks.

Individuals in this role may also undertake some or all of the following:

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, and referring to appropriate members of staff.
2. Open, sort and distribute incoming mail and post outgoing mail.
3. Act as first point of contact for sick pupils, liaise with parents / carers / staff.
4. Assist with arrangements for visitors to the school for example by school nurse, photographer and other meetings as required, sending relevant documents to participants and taking accurate meeting notes as required.
5. Arrange orderly and secure storage of supplies.
6. Occasionally handle cash e.g. for school visits, dinner money and after school clubs and ensure it's safe keeping.
7. Undertake photocopying and shredding as required, ensuring machines are in good working order and report any faulty machinery and equipment as necessary.
8. Complete dinner records and report numbers to the meal provider.
9. Liaise with lunchtime staff.
10. Update and maintain areas of the school website.
11. Maintain general tidiness of school office and stock rooms.
12. Maintain levels of school general consumables liaising with the finance office to re-order consumables as needed. and stockrooms are kept in an orderly manner.
13. Check and distribute any orders.
14. Maintain uniform stock and sell items to parents, keeping records.
15. Under the direction of the Head Teacher or school administrator produce school letters and distribute to parents via Arbor and pupils.
16. Booking and organisation of school trips.
17. Organise and converse with parents regarding clubs
18. Assist with any emergency cover e.g. breakfast club, T.A. Support
19. Maintain the school noticeboards.
20. Maintain whole school CPD records
21. Any other general administrative tasks as directed.



Person Specification: Administration Assistant - Level 1

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ 2 or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Some knowledge of administration and office systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator. Computer literacy – ability to use a computer and produce a range of accurate documents, using Office package and basic spreadsheet/database and accurately input information, once training has been provided. Multi-task and work to deadlines. Work methodically through tasks but be flexible when required. Complete tasks as part of a team. Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. 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, once training has been provided. 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.
KNOWLEDGE	<ul style="list-style-type: none"> 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.