



## **Crockham Hill CE Primary School**

### **Job description: Administrative Assistant/Officer**

Crockham Hill CE Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### **Job details**

**Salary:** KSC (previously KS5)

**Hours:** 21.5 hours per week, 8am – 4pm (38/39 weeks per year)

**Contract type:** part-time, fixed term

**Reporting to:** Headteacher

#### **Main purpose**

The administrative assistant/officer is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

#### **Duties and responsibilities**

##### **General administration**

- › Administrative Responsibilities
- › Update manual and computerised record/information systems.
- › Update and maintain the school calendar.
- › Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary.
- › Oversee record keeping and communications relating to Reception admissions in September and in-year admissions.
- › Manage and organise completed forms from parents and carers.
- › Report any issues with the school's IT systems.
- › Organise and distribute incoming and outgoing post.
- › Provide administrative support to staff as needed.
- › Book training courses for all staff.
- › Order, monitor, and manage stock, ensuring best value following the school's purchasing processes.
- › Carry out filing, printing, and photocopying. Maintain the operation of the printer and photocopier to ensure it is ready to use at all times, resolving any issues as necessary.
- › Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- › Responsible for preparing, submitting, and checking the school's termly and annual censuses, ensuring accuracy and compliance with statutory requirements.



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### **Attendance administration**

- › Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- › Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

### **Reception**

- › Act as the first point of contact for parents/carers and visitors arriving at the school
- › Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- › Seek support from other colleagues where necessary to respond to complex enquiries
- › Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- › Assist staff and pupils with the information and support they need

### **Safeguarding**

- › Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes, and notifying them of safeguarding and safety procedures.
- › Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.
- › Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures.
- › Maintain and update the Single Central Register (SCR), ensuring all staff, volunteers, and regular visitors are correctly recorded and compliant with safeguarding requirements.

### **Written communication**

- › Write and send email responses that are professional and uphold the school's vision and values
- › Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- › Assist with marketing and promoting the school

### **Finance**

- › Enter data into the school's finance systems and produce reports as necessary
- › Collect, record and issue receipts for payments from parents and carers
- › Carry out financial administration in line with the school's procedures

### **Other areas of responsibility**

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role
- › Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- › Contribute to the safety of children and young people and protect them from harm



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### Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• First aid training (or willingness to complete it)</li><li>• GCSE English and maths (or equivalent)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Carrying out administrative tasks</li><li>• Dealing with face-to-face and telephone interactions</li><li>• Working with children or young people</li><li>• Working and collaborating within a team</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good oral and written communications skills</li><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to plan, organise and prioritise to meet deadlines</li><li>• Ability to use own initiative and take action accordingly</li><li>• Excellent attention to detail</li><li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li><li>• Ability to use relevant office equipment effectively</li><li>• Ability to build effective working relationships with colleagues</li><li>• Understanding of data protection and confidentiality</li><li>• Understanding of safeguarding</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li></ul>

### Notes:

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

If you don't have all of the experience listed above but are interested in applying, please contact the school office.