

Administration Assistant Job Description and Person Specification



Post:	Administration Assistant
Salary:	Kent Scheme B
Hours:	37 hours per week, (5 days per week. Monday - Thursday 8.00am – 4.00pm, Fri 8.00 – 3.30pm) Term time + INSET + 3 weeks during school holiday closure periods (42 weeks)
Accountability:	Line Managed by the Personnel and Payroll Officer and ultimately the Headteacher

Person Specification:

- You will be smart, cheerful and well-spoken so that you project a suitably professional image of the school to the many people with whom you are in contact.
- Methodical and well organised you will set a good example to your colleagues and they can easily follow your routines in your absence.
- Committed to team development and team working so that a positive working atmosphere is maintained and team-member skills are constantly shared and enhanced, but with the ability to work on your own initiative when required.
- Excellent ICT skills, strong knowledge of Word, Excel and SIMS would be desirable and a willingness to explore a range of software with a view to making the school office even more efficient and effective.
- High level administrative skills and the ability to communicate effectively.
- Totally committed to working in a confidential and discrete manner due to the sensitive nature of many of the duties of the role
- Ability to work to deadlines and work well under pressure whilst multi-tasking.

General Duties and Responsibility of all Staff:

- To be aware of, adhere to and promote the school's safeguarding procedures.
- Ensure sound understanding of safeguarding policies and related guidance including Keeping Children Safe in Education and Working Together to Safeguard Children.
- Be aware of, and comply with, policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a sound understanding that safeguarding is the responsibility of all school staff.
- To adhere to school policies and procedures.
- To present the school in a positive way within the community.

- To respect the confidential nature of all information acquired in the performance of the role, either verbally or in writing.
- To actively promote the school's values and ethos in everyday practice.
- To work in a responsible and safe manner, adhering to all health and safety procedures operating within the school.
- To ensure interactions with colleagues, parents/carers and professionals are positive.

Job Description:

Line managed by the Personnel and Payroll Officer, you will provide high quality administrative support to ensure the efficient and effective operation of the school office.

Post Duties and Responsibilities:

- To present the school in a positive way in the community.
- To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Provide an efficient and professional reception relief cover when required - greeting visitors, staff and pupils and ensure they sign in and out in accordance with school procedures and safeguarding processes.
- Answer enquiries received in person, by phone or via emails – responding to queries, relaying messages and acting on instructions as needed and referring on where appropriate in a timely manner.
- Assist the Personnel and Payroll Officer to manage appropriately and professionally all enquiries in regards to the school recruitment processes including, but not limited to, dealing with visiting professionals and applicants, setting up interview schedules, completing pre-employment checks and maintaining the school's recruitment records including filing, producing and updating recruitment documentation when required.
- Assist the Personnel and Payroll Officer to run monthly payroll.
- Assist the Personnel and Payroll Officer in monitoring and maintaining staff absence records.
- Assist the Personnel and Payroll Officer in managing the Staff Wellbeing package.
- Assist the Personnel and Payroll Officer in producing the annual work force census.
- Assist the School Business Manager in maintaining the GDPR Register of Data.
- Assist School PA & School Business Manager with updating and maintaining the school retention archives ensuring records comply with GDPR regulations at all times.
- Assist with school general administration by minute taking, producing letters, emails and general administration documents, ensuring the content is accurate and true.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Update and maintain data using SIMS.net and other recording systems, subject to appropriate training

- Provide support with preparing and dispatching school related surveys using the appropriate online tool.

**Person Specification
Administration Assistant**

Applicants should describe in their application how they meet the below criteria

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • GCSE Maths • GCSE English • Secretarial/Administration or HR Qualification
Experience	<ul style="list-style-type: none"> • Administration and/or secretarial experience • Proficient in the use of IT - Including Microsoft Word and Excel. 	
Skills & Abilities	<ul style="list-style-type: none"> • Methodical and well organised • Able to prioritise and organise workload effectively. • A strong commitment to confidentiality • Hardworking and able to show initiative with a willingness to contribute to the wider school • Committed to effective team working but also able to work unsupervised • Excellent communication skills, both written and verbal and competent numeracy skills. • Good comprehension skills. • Committed to personal development and prepared to undergo training as and when required. 	<ul style="list-style-type: none"> • A knowledge of HR/Recruitment/Payroll or work within a HR/Payroll environment