



Admin Assistant

The staff at our school are valued and are expected to embrace our Christian values of Care – Learn – Forgive. We use the parable of the mustard seed to promote these Christian values which, in turn, will help staff to grow, flourish and be responsible and reflective individuals. This job description and person specification provides expectations for staff so that they will have a successful and rewarding experience at Platt and ensure that the children in their care are able to learn how to 'live life in all its fullness'.

Job description

Job details

Salary: Pay scale: Kent Scheme A (FTE £26,168), pro rata £12,013 approximately), 38 weeks per year, 20 hours per week. Up to 5 additional days may be required and this will be paid as overtime.

Hours: Monday to Thursday 8.45am -12.00pm, Friday 8am – 3.30pm (30 minutes unpaid lunch)

Reporting to: Office Manager/Headteacher

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 Head teacher.
2. Update manual and computerised records/management information systems.

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, sign in visitors.
2. Open, sort and distribute incoming mail and post outgoing mail.
3. First point of contact for sick pupils, liaise with parents / carers / staff.

4. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants.
5. Ensure completion of attendance registers and provide weekly attendance summary to DHT.
6. Arrange orderly and secure storage of supplies of stationery and first aid items and replenishing supplies.
7. Occasionally handle cash e.g. for charity donations. Handle online payments, eg: school visits and keep simple financial records, ordering goods and process invoices for payment. Referring any problems to the line manager, to ensure that financial records are accurate.
8. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary e.g. arranging photocopying engineer repair visits.
9. Communicate with parents/carers via email and ParentMail
10. Assist teaching staff with school trips e.g. booking transport.
11. Other responsibilities as and when directed by the Headteacher.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

Kent County Council

Person Specification: Administration – Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	CRITERIA
QUALIFICATIONS	NVQ 2 or equivalent
EXPERIENCE	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 Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided• Ability to work to deadlines, eg when studying• 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, gained either through a course of study or within paid or voluntary work• Ability to use a filing system, once training has been provided• Ability to take accurate notes– 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
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

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

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____