

West Borough Primary School



Job Description

Role:	Admin Assistant
Grade:	Kent Range 3
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. Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
2. Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Headteacher.
3. Update manual and computerised records/management information systems (SIMS).
4. Pupil Attendance administration and follow up.

Individuals 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 point of contact for sick pupils, liaise with parents / carers / staff.
- Manage communication/signing-in systems (Parentmail/Inventory)
- Handle cash e.g. for school visits, dinner money and ensure accurate record is kept.
- Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
- Annual Data Collection
- Assist with Administration for School Trips and After-School Clubs
- 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.
- Ensure collection of attendance registers and associated admin.
- 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.

	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. • Good literacy and numeracy skills • Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and Excel. Accurately input information into SIMS, once training has been provided. • Ability to work to deadlines. • 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 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.
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.