

Job Description

School:	The Whitstable School
Job Title:	Administration Assistant
Grade:	SAT Band 3
Responsible to:	Office Manager

Purpose of the Job:

To provide general administrative support to the school under the direction of the line manager and the Senior Administrator.

Main duties and responsibilities (Accountabilities):

1. Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms, setting out letters in the correct format, assisting with the collation of data. This could be directly supporting the Headteacher, line manager or other staff.
2. Maintain and update student information on SIMS as required.
3. Undertake photocopying requests utilising the 'admin helpdesk' email box.
4. Order stationery as and when required, following Trust ordering processes and arranging orderly storage of supplies.
5. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors and follow the school's safeguarding procedures.
6. Open, sort and distribute incoming mail. Frank outgoing mail.
7. Ensure printers / copiers are stocked with paper.
8. Organise email and text communications to parents as and when directed.
9. Take accurate minutes in weekly staff briefings.
10. Assist with the creation of the school newsletter and any flyers / posters and assist the Office Manager with creating and uploading content to the school's social media accounts and website.

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

11. Assist with arrangements for school visitors, for example by school nurses, photographer and other meetings as required, sending relevant documents to participants.
12. To deputise for the Attendance Officer in their absence with recording pupil absences and sending text messages to parents.

13. Occasionally handle cash e.g. for school visits and keep simple financial records, referring any problems to the line manager to ensure that financial records are accurate.

General accountabilities:

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Administration Assistant

Grade: SAT 3

Responsible to: Office Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE or equivalent level 	<ul style="list-style-type: none"> • Level 2 diploma in Business and Administration
Experience	<ul style="list-style-type: none"> • Experience in office administration and using office systems 	<ul style="list-style-type: none"> • Experience of working in a school office • Experience of overseeing social media accounts such as Facebook and Twitter and basic website editing
Skills and Abilities	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Ability to cope with interruptions • Be a strong team player and work well with other members of staff • Be adaptable and flexible, with a “can do” attitude • Good interpersonal skills • Work efficiently and accurately, with excellent attention to detail • Willingness to learn • Ability to develop and maintain effective computerised and manual filing systems • Ability to work on own initiative and prioritise workload to meet deadlines • Experience of working to tight timescales and sometimes under pressure 	<ul style="list-style-type: none"> •
Knowledge	<ul style="list-style-type: none"> • Knowledge of administration procedures • Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety • Working knowledge of relevant policies / codes of practice and awareness of relevant legislation including data protection and confidentiality • Ability to relate well to adults and children 	<ul style="list-style-type: none"> • Experience of using SIMS (or a similar database) • Experience of using Google Suite (mail, sheets, docs and drive)

Personal qualities	<ul style="list-style-type: none">• Remain calm under pressure and handle a wide range of situations• Communicate in a friendly and helpful manner with staff, students, parents and members of the general public, both in public and over the telephone• Commitment to safeguarding and promoting the welfare of children and young people• Commitment to the principals of equality and diversity	<ul style="list-style-type: none">•
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