

## ADMINISTRATION ASSISTANT: JOB DESCRIPTION



### Salary

Kent Range 3

10 hours per week: 8.15-9.15am and 2.45-3.45pm, 5 days per week

38.2 weeks per year (term time plus 2 days)

### Line of responsibility

The administration assistant will be directly responsible to the Office Manager

### Job purpose

The administration assistant shall be responsible for:

- Assisting in the smooth and efficient running of the school's office and reception area.
- The provision of efficient and accurate clerical support to the school office.
- Undertaking general office, reception and administrative duties as required.

### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the office manager or headteacher.

### Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the trust's appraisal scheme.

### Job specification

#### Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- S/he shall assist her/his line manager to ensure the effective operation of the school office including reception area, so that all aspects of the administrative function are conducted efficiently and accurately.
- S/he shall provide efficient administrative support to her/his line manager and the school's senior leadership team (SLT).
- S/he shall assist in maintaining and updating information held on school databases.
- S/he shall assist in the routine collection of data as required, for example, free school meal applications.

- S/he shall assist in ensuring that registers are completed and processed as required, and that students arriving late to school are signed in as per school procedures.
- S/he shall undertake reception duties including the signing in/out of visitors to the school.
- S/he shall courteously welcome and receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, and shall deal with enquiries as required, maintaining safeguarding, security requirements and confidentiality.
- S/he shall answer incoming calls, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with students that are feeling unwell or have been injured, and those needing to leave school for medical appointments.
- S/he shall accept deliveries to the school as per procedures and make arrangements for their appropriate distribution.
- S/he shall assist with the smooth operation of school admissions eg giving out application forms.
- S/he shall contribute to the evaluation and development of administrative systems and procedures.
- S/he shall report technical faults relating to the school database system(s) and equipment to the ICT technician(s) in accordance with school reporting procedures.
- S/he shall ensure compliance with data protection and other statutory regulations

#### **General**

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- S/he shall attend training sessions and meetings as required.
- S/he shall keep up to date with developments and changes to school policies and procedures and communicate these to colleagues as appropriate.
- S/he shall support her/his line manager in providing information to the headteacher, governing body and its committees as appropriate and when required.
- S/he shall undertake first aid training and responsibilities as required.

## Administration Assistant / Receptionist: Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>• Experience of working in a busy office environment/reception area.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar establishment.</li> <li>• First aid qualification or willingness to gain one.</li> </ul>	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, and visitors/callers.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to use MS Office software packages, particularly Excel and Word, effectively.</li> <li>• Ability to absorb and understand a wide range of information.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation.</li> <li>• Proficient user of Capita SIMS</li> </ul>	Application form Letter of application References Interviews
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Able to follow direction from the line manager.</li> <li>• Initiative and ability to work when under pressure.</li> <li>• Able to work flexibly and respond to unplanned situations.</li> <li>• Able to appropriately deal with confidential information.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the Trust's ethos, aims and its whole community.</li> </ul>		Application form Letter of application References Interviews