

Springhead Park PRIMARY SCHOOL



Administration Assistant Job Description

Main purpose of the job:

- To assist with the schools admissions process
- To provide communication between all external and internal users
- Managing the School Office
- To manage computer based systems relating to school office process

Major Duties and Responsibilities:

1. To provide receptionist duties and acting as the first point of contact for parents, pupils and visitors.
2. Answer telephone calls, and routine enquires.
3. To manage weekly, monthly and annual calendar activities.
4. To organise class/lunchtime cover as required.
5. To provide secretarial support to SLT including diary management, minute taking, drafting papers, reports and collating information, filing and photocopying.
6. To provide administration support to the Leadership Team including typing reports, research, collating information, arranging meetings and sending emails on behalf of the Leadership Team.
7. Manage all paper and electronic communication with parents.
8. Provide attendance support; updating SIMS, providing figures, referrals, first day calling, letters.
9. Maintain SIMS database for pupils, undertake census returns and LA and DFE returns for Pupil outcomes. Complete other returns as required.
10. Manage admissions process both casual and year start, dealing with admission enquiries and advising parents on the whole process.
11. Organise admissions paperwork and input new entrants' details to SIMS.
12. To support the preparation of all transition events.
13. Organise arrangements for school visits, tours of the school and events.
14. Assist with producing marketing and promotion material for the school.
15. Organise effective systems for managing money at point of entry.

16. Maintain an up to date Single Central Record
17. Maintain confidential staffing records.
18. Assist with recruitment administration, arranging interviews, application packs and offer letters.
19. Maintain school brochure, website and staff handbook.
20. Maintain pupil files including Health Care Plans medical information, dietary requirements, consent slips and school transfer information.
21. Provide secretarial support to in-school events, photographs, plays, etc.
22. To receive goods and sort incoming and outgoing mail.
23. To comply with all legislation and in-school procedures that ensures the Safeguarding of children.
24. To uphold the school and Primary First Trust values at all times.

Job Activities:

- Detailed operation of computer and paper base systems and administrative procedures in connection with HR matters.
- To perform such other duties as may be required by line managers consistent with the overall job purpose and to meet the exigencies of the service.
- Liaising with staff, and suppliers on enquiries, usually within established guidelines.
- Mainly school based with travel between schools and Central Office.

Administration Assistant Person Specification

Specification	Essential
Qualifications	<ul style="list-style-type: none"> ○ GCSE Level for English and Maths
Experience	<ul style="list-style-type: none"> ○ Experience of working in a school office (desirable) ○ Experience of the school admissions process (desirable) ○ Experience of using SIMS for Admissions & Personnel (desirable) ○ Experience of providing a high level of customer service ○ Experience of undertaking a range of administrative duties ○ Ability to produce a range of documents and reports using Windows, Excel spreadsheets and other computer based systems ○ Ability to maintain efficient record keeping systems ○ Ability to work collaboratively as part of a team
Personal Skills and Qualities	<ul style="list-style-type: none"> ○ Ability to show sensitivity and objectivity in dealing with confidential issues ○ Strong organisational skills and ability to prioritise own workload ○ Proactive and self-motivated ○ Strong people skills ○ Good communication skills, both written and spoken, along with strong interpersonal skills ○ High standard of accuracy and attention to detail ○ Able to deal with high levels of paperwork in a busy and varied role ○ Ability to multitask ○ Work under pressure and to tight deadlines ○ Intermediate knowledge of Microsoft office ○ A diplomatic and patient approach ○ Able to work flexibly, adopt a 'hands on approach' and respond to unplanned situations ○ Willingness to seek specialist advice and the awareness of who to contact
Knowledge and application	<ul style="list-style-type: none"> ○ An understanding of and a commitment to Equal Opportunities issues within the workplace ○ Ability to analyse and highlight trends and issues to senior staff ○ Ability to understand and work to complex regulations ○ Clear understanding of employee confidentiality and GDPR
Professional development	<ul style="list-style-type: none"> ○ Ability to evaluate own development needs ○ Evidence of continuing professional development