



STONE LODGE SCHOOL

Job Description

Job Title:	Administration Assistant
Salary:	Grade 4, Points 11-15 (£18,761 - £19,803 pa) (actual salary £15,882pa - £16,764pa depending on experience)
Hours:	37 hours per week Term Time plus 5 additional days pa
Reports to:	PA to the Head Teacher

Overall Job Purpose:

To ensure the effective operation of all aspects of the main school office by supporting a wide range of administrative, operational and organisational services including, student administration and record keeping, data analysis and reporting and safeguarding procedures.

To promote the school in a positive manner at all times to staff, students and visitors.

To develop and grow with the role as the school becomes established and increases in size.

Main Duties and Responsibilities

General

1. Provide a high-quality administration service to the school in accordance with the Trust's established policies and procedures.
2. Provide support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders, as required.
3. Provide accurate and timely information to the Head Teacher and other stakeholders to support the effective management of the school.
4. Manage communications to stakeholders, by drafting and typing correspondence to respond to queries and emails as appropriate.
5. Liaise with parents/carers in dealing with queries and concerns ensuring that they are directed to the most appropriate member of staff.
6. Support the school admissions process by responding to telephone/written queries; handling in-year applications; maintaining waiting lists.
7. Maintain accurate student data on SIMs and produce reports as required.
8. Maintain stocks and supplies of stationery items and assisting with distribution.
9. Assist with the coordination and maintenance of the Parent Pay system in respect of payments for school meals and trips.
10. To provide cover for the Receptionist, handling telephone and face to face enquiries providing advice and information and monitoring access for visitors as an integral part of our student safeguarding strategy.

11. Share in the undertaking of first aid duties, including overseeing sick bay and sickness reporting, and liaising with staff and parents.
12. Any other duties commensurate with the grade as may be required and as time permits

This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the School and may be subject to modification after consultation with the post holder.

Person Specification

QUALIFICATIONS	
NVQ Level 3 or equivalent in a Business Administration or similar	Desirable
Minimum GCSE grade A*-C in English and Maths	Essential
EXPERIENCE	
Experience of using SIMS or other similar data management systems.	Desirable
Experience of working in an office and as part of a cohesive team	Essential
Experience of working in a school office	Desirable
Experience of development, management and operation of a range of administrative systems.	Essential
SKILLS AND ABILITIES	
Excellent communication skills – verbal and written.	Essential
Computer literacy - ability to produce a range of documents and reports, including school specific software (SIMS), Microsoft Office (Word, Excel etc) and other electronic databases.	Essential
Highly developed interpersonal, organisational and administrative skills.	Essential
Ability to develop and maintain effective computerised and manual filing systems.	Essential
Ability to organise and prioritise own workload to achieve deadlines.	Essential
Ability to investigate methodically and respond to complex queries and anomalies when required.	Desirable
Ability to monitor and process accurate administrative records.	Essential
Ability to multi-task and react positively to unplanned events and emergencies	Essential
KNOWLEDGE	
Awareness of and commitment to safeguarding children	Essential
Understanding of Data Protection and a commitment to a high standard of professional confidentiality.	Essential