

North Borough Junior School

Job Description

Admin Assistant

School: North Borough Junior School

Grade: Kent Range 4

Responsible to: Headteacher

**Purpose of the Job:**

To provide a welcome to all children, families and visitors to the school and to provide general clerical or administrative support to the school under the direction or instruction of senior staff.

**Key duties and responsibilities:**

1. Engage with children and families as they arrive at school, welcome all visitors and direct them accordingly, notice when and how children arrive at school, (specifically those that are late), and act accordingly when vulnerabilities are noticed.
2. Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Deputy or Head teacher.
3. Update manual and computerised records/management information systems.
4. Maintain records of free school meals and undertake related financial administration, in accordance with KCC and EFA financial regulations, such as catering returns.
5. Ensure collection of attendance and dinner registers and maintain the online system.
6. To undertake training and professional development as relevant to the post, as agreed by Line Manager.
7. Handle cash e.g. for school visits, dinner money on a daily basis and keep financial records and process invoices for payment, referring any problems to the line manager, to ensure that financial records are accurate.
8. First point of contact for sick pupils, liaise with parents / carers / staff.
9. To monitor attendance and punctuality and liaise with the Family Liaison Officer and senior staff with regard to this.

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

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
2. Open, sort and distribute incoming mail and post outgoing mail.
3. 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.
4. Arrange orderly and secure storage of supplies.
5. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.To undertake other duties appropriate to the post that may reasonably be required from time to time

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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.

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|  | **CRITERIA** |  |
| **QUALIFICATIONS** | * NVQ 2 or equivalent * English and Maths to at least grade C GCSE or equivalent essential. | * E * E |
| **EXPERIENCE** | * Knowledge of school administration and office systems, School texting systems and School Management Information systems or similar systems within a different environment * Experience of working with people from all walks of life, communicating effectively and noticing and acting on vulnerabilities presented | * D * D |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Literacy and numeracy skills – ability to read, organise and alphabetise documents and work with figures when calculating information such as dinner money. * Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided. * Ability to work to deadlines, eg when studying. * Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Confidence and ability to ask questions relating to achieving the task. * Confident telephone manner and ability to write down accurate messages. * Good organisational skills * Ability to use a filing system, once training has been provided. * Ability to take accurate notes of meetings. * 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. | * E * E * E * E * E * E * E * D * E * D * E * E * E |
| **KNOWLEDGE** | * 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. | * D * E * D |