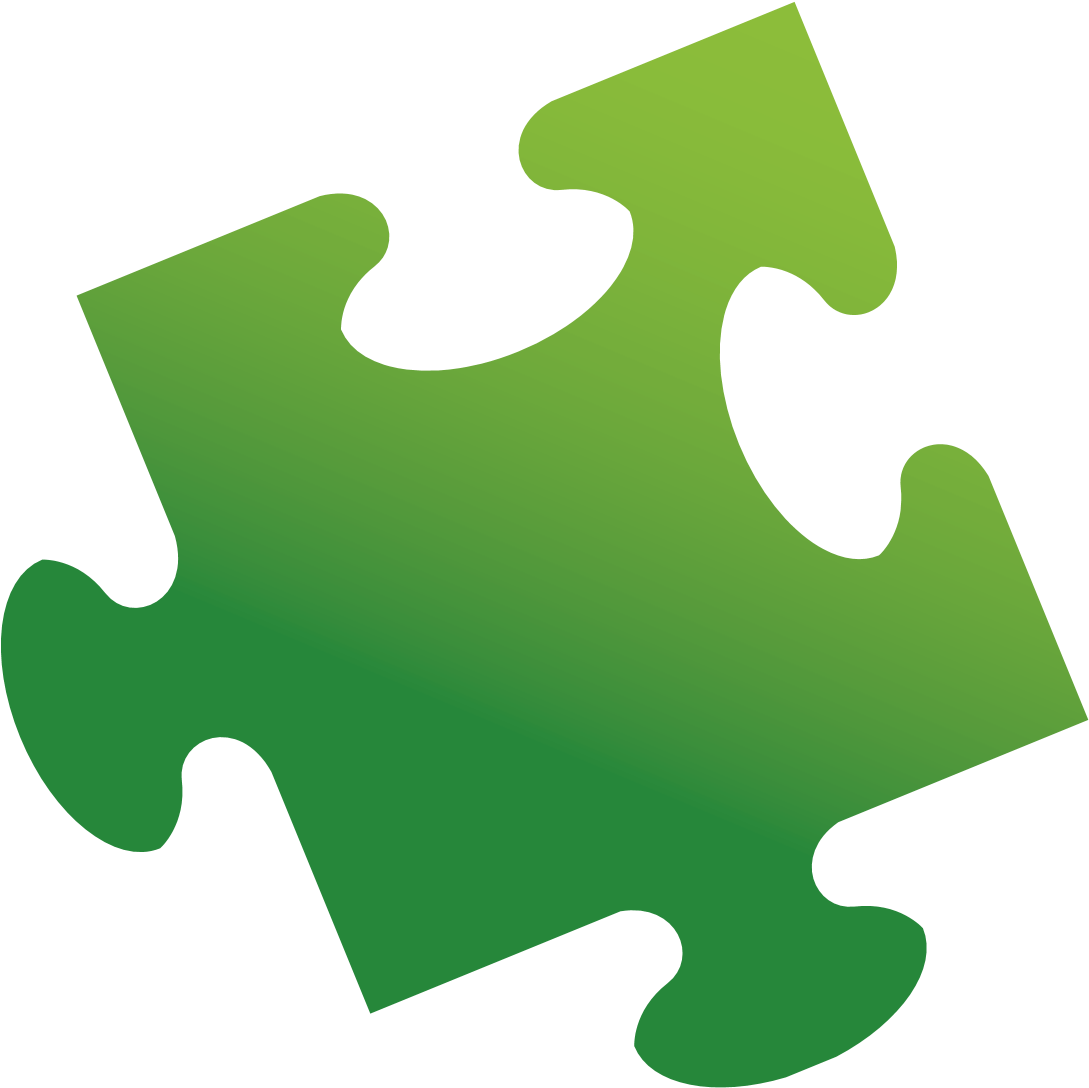
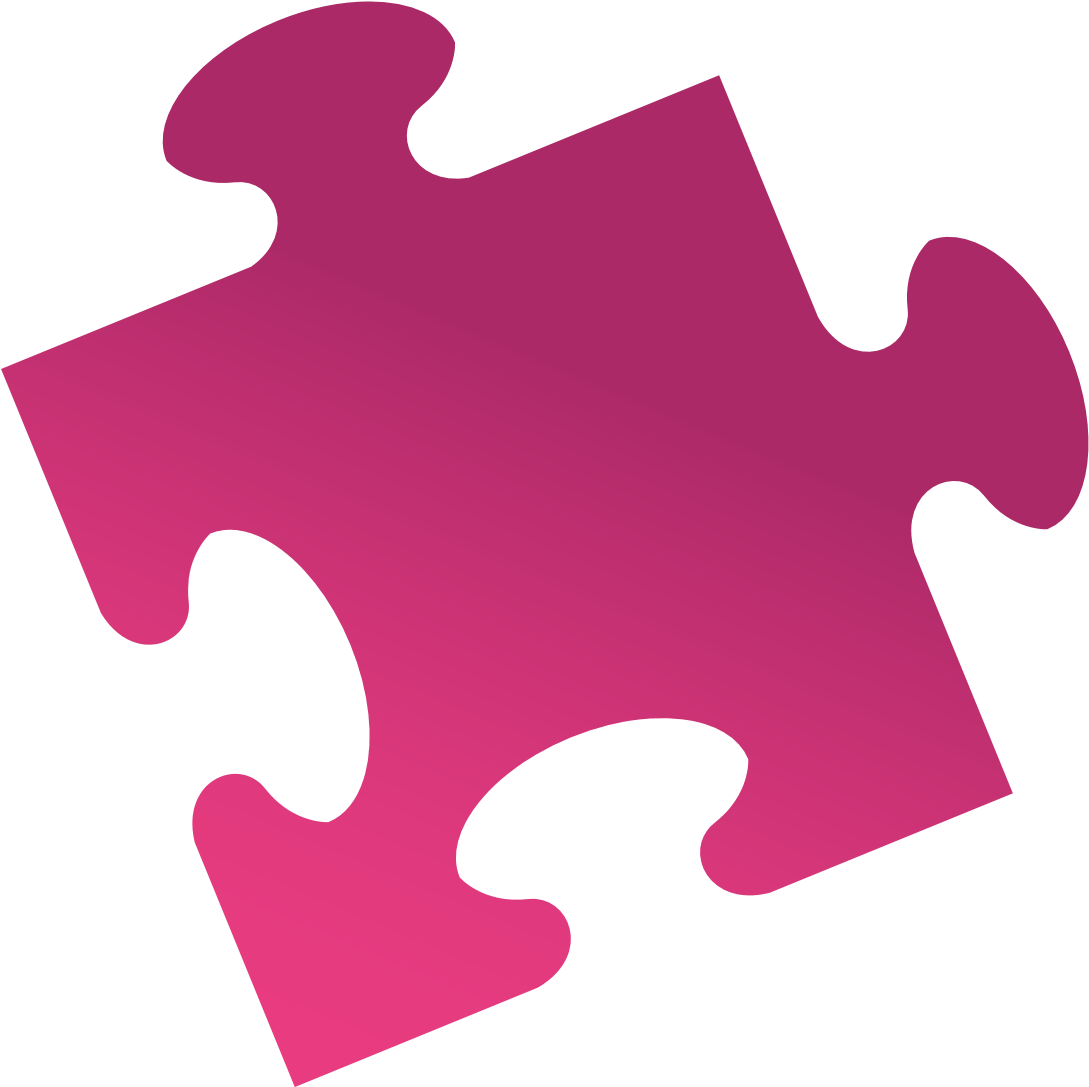
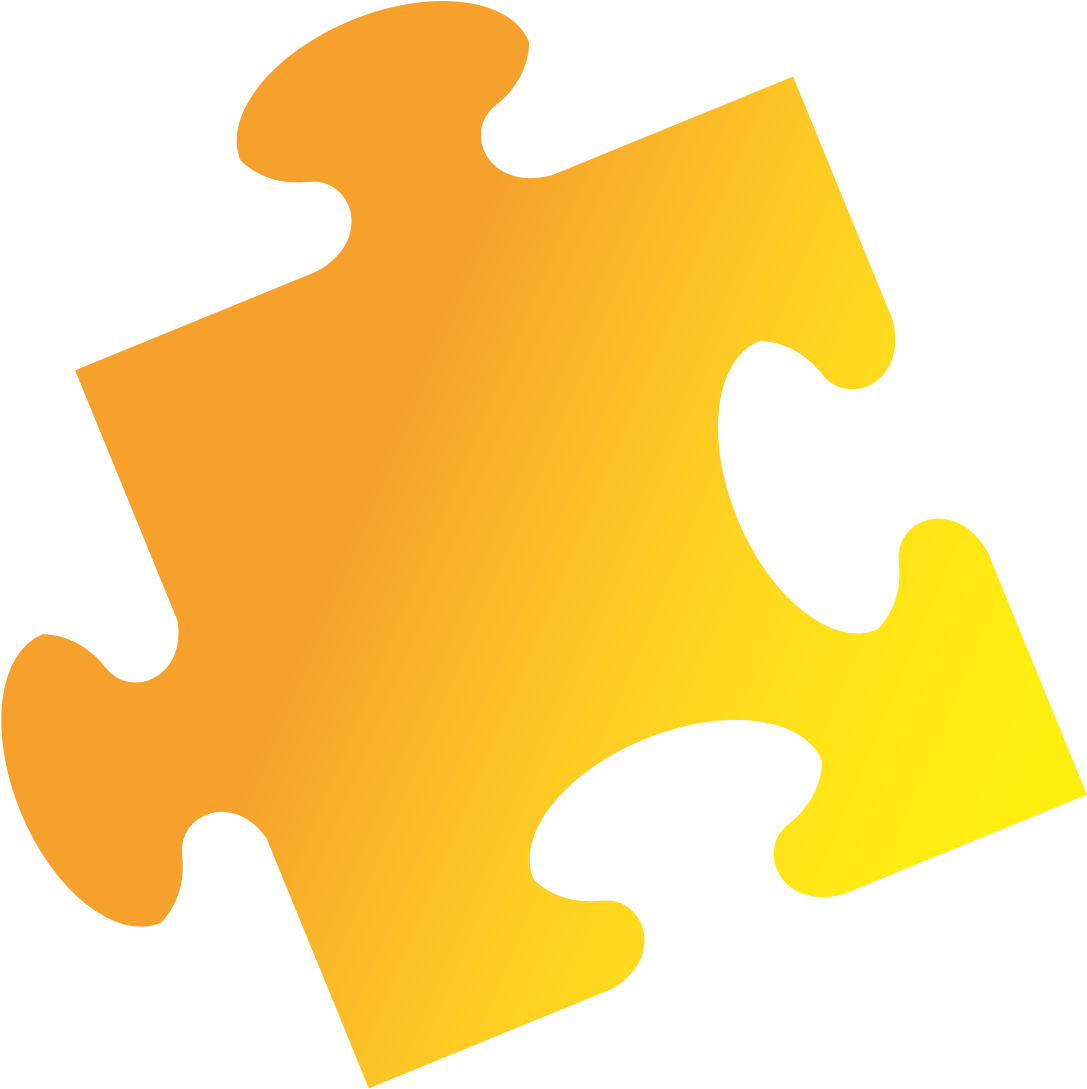
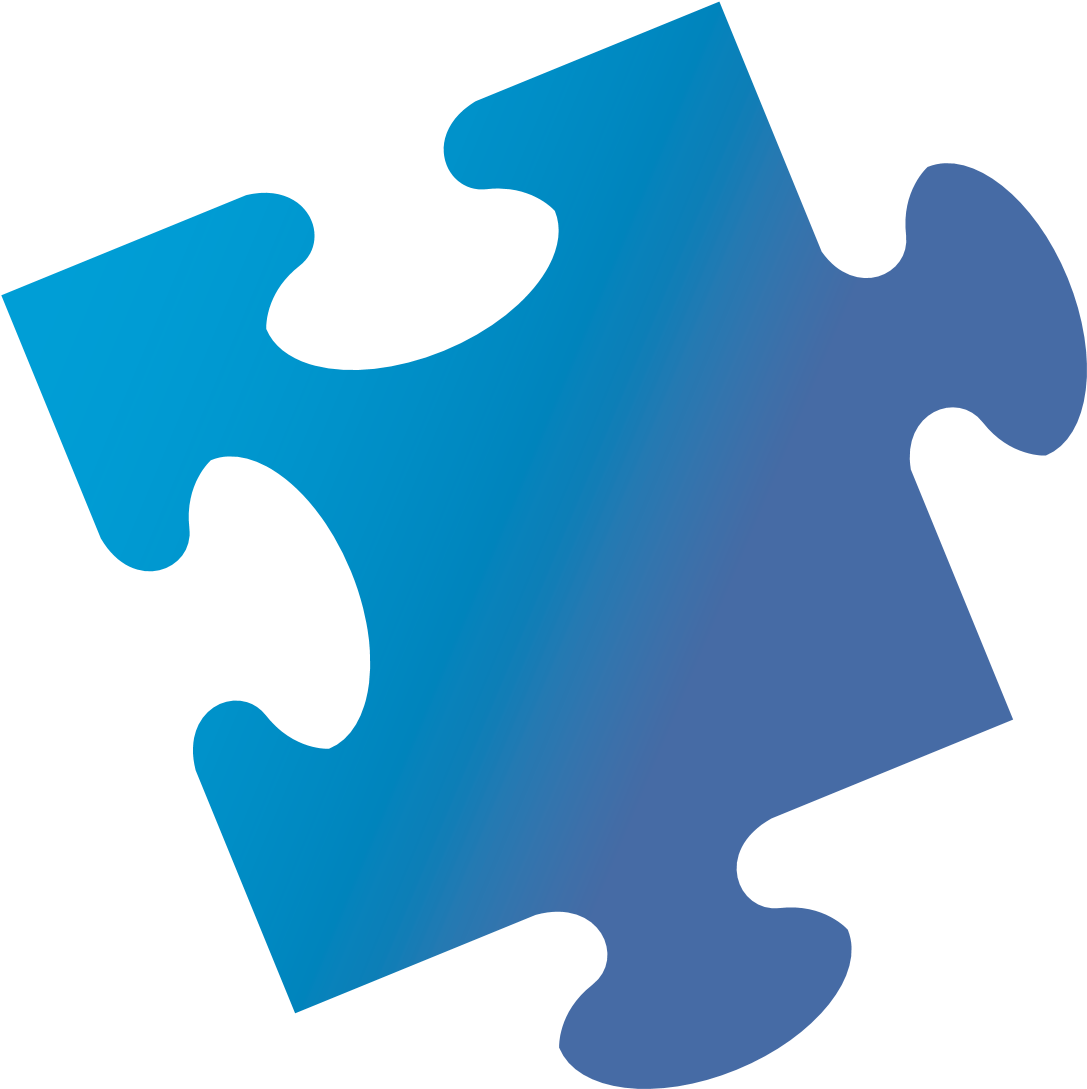
****



**KENT COUNTY COUNCIL NAME:**

**EDUCATION DEPARTMENT EFFECTIVE DATE: November 2021**

**JOB DESCRIPTION**

**SCHOOL** Whitfield Aspen School

**JOB TITLE** Administrative Assistant

**GRADE** Kent Range 3

**RESPONSIBLE TO** Headteacher, Heads of School, Deputy Heads

**LINE MANAGER** Heads of School

Our vision and values of Learning Together through Aspiration, Imagination and Determination are essential to the work that you carry out here at Whitfield Aspen School. As a member of staff, it is vital that you share these with us so that we can work together closely as a team and enable all children to learn effectively.

**All Staff in the School** have **A PERSONAL RESPONSIBILITY** for the health and safety of themselves, their colleagues, pupils and visitors (Dynamic Risk Assessment). They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer’s health and safety arrangements for the protection of people at work, pupils in their care and who may be affected by them (Whistleblowing Policy and Safeguarding Policy).

**OVERALL PURPOSE OF THE JOB**

To support children in their learning and to assist teachers in creating a “learning environment” that will enable children to fulfill their potential. As an Administrative Assistant, you will ensure that all administrative procedures as required by the school are carried out efficiently.

## GENERAL RESPONSIBILITIES

## To provide administrative duties for the school as directed by the Headteacher and Heads of School taking a proactive role in relation to its day to day functioning.

**KEY DUTIES AND RESPONSIBILITIES**

1. Ensure that all administrative procedures as required by the school are carried out efficiently. Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Act as a main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
3. Provide administrative support to the Admin and Teaching teams e.g. minute taking in meetings, communications to parents, photocopying, filing and emailing including dealing with any emergency issues in the absence of colleagues to ensure the efficient running of the school office is maintained.
4. Develop and maintain manual and computerised records and management information systems, including maintenance of up-to date electronic school diary records on a daily basis.
5. Maintain parent communications via Group Call, email and text communications.
6. Promoting and enhancing our social media platform, by day to day monitoring of social media communications, queries and information sharing. Ensuring information is up to date and relevant.
7. Act as point of contact for sick pupils, liaise with parents/carers/staff. First aid assistance for pupils and staff where required.
8. Assist with arrangements for school visits and events. Initiate letters to parents/carers as directed by Teachers for school visits and events including the use of ParentPay.
9. Maintain office stationery supplies and completing order requisitions for Finance Team.
10. Provide administrative support to the Admin and Finance teams by checking off deliveries and supplies and notifying colleagues of their deliveries.
11. Record and post outgoing mail and keep orderly storage for incoming post and supplies.
12. Assist with procedures for emergency evacuation of staff and pupils in the event of a fire or termly fire drills.

1. To manage and maintain attendance administration to include producing Fire Registers and first day calling in the absence of the Admissions & Attendance Officer.
2. To attend training and user group meetings as appropriate to support SIMS data management.
3. Assist with the administration of school lettings and other uses of school.
4. Co-ordination and administration of Breakfast and After School Clubs, including correspondence to parents, collating responses, preparation of registers and ensuring that cancellations are notified. This includes Sports Hub events as directed by the school PE Co-ordinator.
5. All employees of Whitfield Aspen School may be directed to work at either Richmond Way or Mayfield Road to meet the needs of the school.
6. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
7. Any other duties as directed by the Heads of School, Headteacher.

Signed:  Date: November 2021

Headteacher

Signed: ………………………………………………… Date: …………………..

Kent County Council

**Person Specification:** Administration – Level 2

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.

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | * NVQ 2 or equivalent |
| **EXPERIENCE** | * Operational experience of administrative systems |
| **SKILLS AND ABILITIES** | * Standard keyboard skills * Literacy and numeracy skills * Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions * Ability to organize and prioritise workload to achieve deadlines * Ability to communicate effectively and in a courteous manner, in person and over the telephone. * Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information * Ability to investigate queries and anomalies when required * Ability to operate computerized and manual filing systems and to make improvements where necessary * Ability to take accurate notes and minutes of meetings * Co-ordination skills when arranging meetings and appointments * Ability to process and maintain financial records * Commitment to equalities and the promotion of diversity in all aspects of working |
| **KNOWLEDGE** | * Requires knowledge and procedures for a range of administrative activities including knowledge of various IT packages * Awareness of the School’s Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol * Knowledge of computerised and manual filing systems |