

Administrative Assistant Job Description

Job Title: Office Administrator

Pay: Support Scale Point 3-6

Responsible to: School Operations Manager

Main Purpose of the job: To provide an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously. To act as an administrative assistant providing support for a range of office functions.

General Duties

- To manage the school calendar and to ensure that visitors are welcomed and the office/ foyer area is tidy and welcoming;
- To answer incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received. To relay messages to staff and pupils;
- To receive all visitors and ensure they sign in and out in accordance with the school's procedures;
- To deal with general day to day queries from staff, pupils, parents and other visitors to the school;
- To accept mobile phones and other pupils' belongings for safekeeping;
- To receive and distribute all incoming mail;
- To manage the pupil admissions and leaver processes;
- To provide First Aid cover;
- To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to pupils, staff or school matters/issues;
- Manage milk and fruit and vegetable scheme;
- To make absence calls and monitor class registers;
- To liaise with external agencies;
- To maintain and update the school newsletter;
- To update school social media information.

Finance:

- To receive, receipt and record monies for before and after school activities. To monitor the level of outstanding debt and to encourage payment;
- To create and manage orders through Planergy;
- Create and manage events/clubs on Scopay;
- Create and manage lettings on School Hire;
- To check and remind parents/hirers about outstanding payments;
- Scan, send and file all invoices, new supplier documents and procurement card records to the central finance team;
- To manage and maintain all childcare voucher information and accounts.

Administration:

- To process school documentation as requested;
- To assist with the collation of school meals numbers, liaise with school catering staff on a daily basis. To liaise with parents about outstanding lunch money;
- To assist with the organisation of school trips, including booking coaches and venues;
- To assist with the maintenance of the attendance/absence register;
- To assist with maintaining records of all pupils' changes of details e.g. addresses, telephone numbers;
- To undertake photocopying, scanning, filing and general office duties;
- To support in the management of the school's calendar, organise and schedule meetings, book courses, arrange travel and book accommodation. To develop and distribute agendas, and prompt actions from school business meetings, at all times maintaining timely responses to tight deadlines;
- To co-ordinate the collection, entry and extraction of data required to complete statutory returns;
- Manage pupil admissions procedures; liaise with school admissions; to rank applications if school is oversubscribed;
- To co-ordinate all areas related to admissions and primary/secondary transfer processes ensuring records, CTF and any child protection records are transferred to the new school in a timely manner;
- Travel Plan: write and maintain school travel plan;
- Being responsible for establishing and managing an effective filing system for the school including brought forward and index systems where appropriate;
- To develop and supervise the maintenance and accuracy of manual and computerised records including via the school MIS (sometimes initiating and implementing change) to meet agreed service standards and support efficient school management;
- To manage and maintain COSHH sheets and folder;
- To manage and update on a regular basis relevant content of the school website;
- To monitor school's stationery/equipment;
- Any other duties commensurate with the role as agreed with the Headteacher;
- To carry out the above duties in accordance with the School's Equal Opportunities Policy;

Administrative Assistant Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

| | Essential | Desirable |
|----------------|---|--|
| Qualifications | <ul style="list-style-type: none">• GCSE A*-C (or equivalent) English• GCSE A*-C (or equivalent) Maths | <ul style="list-style-type: none">• AS/A2 Level English• AS/A2 Level Maths• NVQ Level 3 /4 or equivalent• First Aid Certificate |
| Experience | <ul style="list-style-type: none">• Administration experience• IT experience; knowledge of Microsoft Windows | <ul style="list-style-type: none">• Experience of using Google Suite• Reception duties in a school setting |
| Knowledge | <ul style="list-style-type: none">• Knowledge of safeguarding policies and processes in Schools | <ul style="list-style-type: none">• Familiarity with school MIS e.g. SIMS or ARBOR etc |

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| | <p>including health & safety, security, confidentiality and data protection</p> <ul style="list-style-type: none"> • Knowledge of admissions procedures • Knowledge of software packages e.g. Word, Spreadsheets e.g. Excel, Google Sheets. Email e.g. Outlook, Google Mail etc | <ul style="list-style-type: none"> • Previous experience of school admissions and attendance • Knowledge of care planning for pupils with medical needs |
| Abilities and Skills | <ul style="list-style-type: none"> • Excellent communication skills. • Ability to deal tactfully and confidently with telephone callers and visitors. • Excellent written and oral skills • Ability to remain calm, composed and flexible within a busy and demanding environment. • Ability to work effectively within a team and on own initiative. • Ability to undertake a wide range of clerical, administrative and general duties. • Accurate in recording details and make full use of the schools computer systems. • Integrity and confidentiality to be maintained at all times. • Competent in the use of IT packages either Microsoft Office, Google Apps, etc | |
| Personal Qualities | <ul style="list-style-type: none"> • Commitment to the support of young people. • Commitment to the School's Equal Opportunities Policy. • Willingness to undertake appropriate professional development. • Assurance of total confidentiality and discretion. • Flexible attitude and willingness to work outside contractual hours for the post for which payment or time off in lieu will be given. • Committed to safeguarding children and promoting their welfare and supporting their education. | |

All postholders at Bellevue Place Education Trust schools are expected to ensure the duties of the post are undertaken with due regard to the Trust's Health and Safety Policy and to their personal

responsibilities under the provision of the Health and Safety at Work Act 1974 and other relevant legislation.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, governors and volunteers to share this commitment. Successful applicants for people working with children will need to undertake a DBS enhanced clearance for this post.

This job description will be evaluated as part of the school's performance management procedures.