

Job title	Administrative Assistant	Job ref:
School:	All Saints CE Primary School and Nursery	Salary: Grade 3
Reports To:	Operations Manager	
Grade:	3	SP 5-6
Employment Status: Permanent		
Hours of Work: 32.5 hours per week Mon-Fri 8.30am-3.30pm		
Job Purpose To provide efficient and effective administrative services to the school Operations Manager and the wider school community.		
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community		
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: <div style="text-align: center; margin-top: 20px;"> Headteacher Operations Manager Administration Assistants </div>		

Summary of Main Contacts.
<ul style="list-style-type: none"> • Central Team • Parents • Teachers • Governors • Other school staff • Other professionals • Pupils • LEA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

List up to ten **key** tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required

1. Provide a hospitable and welcoming front-line service to all visitors to school and ensure that security during school hours is strictly adhered to by all visitors and safeguarding requirements are upheld
2. Manage the school trip process including - diary management, coach and event booking and payment, management of Evolve information system, collecting parent payments via ParentPay, checking trip income and expenditure is correct
3. To deal with parental, staff, governor and pupil enquiries, deal with general enquiries in person or by telephone, taking ownership of messages and referring matters, which are not of a routine nature to the appropriate person, following up as required to provide an efficient and professional service-
4. Manage the extended day administration and payments using ParentPay
5. To undertake word processing of correspondence, providing template responses for the Headteacher to parental holiday requests, trip letters, curriculum documents, maintaining the school diary, supporting the production of the weekly newsletter and distribution
6. Co-ordination of admissions, including in year admissions. Ensuring parents have the correct information and packs and tours booked.
7. To undertake day-to-day administration as directed by the Operations Manager, including dealing with correspondence letters, reports, photocopying and filing. Receive, distribute, and check email, responding in a professional manner
8. Liaise with the central team to facilitate timely purchasing, provide necessary order information, and act as the school's point of contact. Receive and verify deliveries against orders, address discrepancies with the central team, and maintain accurate records as required.
9. Maintain school minibus diary, driver training and compliance information.
10. Responsible for ensuring first aid provision is in date and stocked and staff trained.
11. To collect and collate pupil data, keeping the MIS system is up to date and ensuring compliance with Data Protection and statutory deadlines for CT files.
12. Book supply cover and input costs into monthly spreadsheet as required for the Central Team

100%

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.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ level 2/3 or equivalent
- Knowledge of SIMS packages

Skills/Abilities:

- Good general communication skills
- Good written communication
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Ability to identify customers needs quickly and deal with queries that may be routine or that involves dealing with complaints and difficult situations.
- Tact, diplomacy, confidentiality, and sensitivity are paramount to this post
- Able to use Word, Excel, and Outlook to an intermediate level. Interest in school software packages to maximise their effectiveness in school.
- Able to work independently but also as part of a team
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience: type, level, and length.

- At least one-year administrative experience in a similar office-based role.

Personal Qualities:

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity