

## Job Description

**Job Title:** School Administrative Assistant **Grade: 4. Line Manager:** Office Manager.

### Job Purpose

Assist with administrative and financial systems within the school under the direction of the Office Manager.

### Main Duties & Responsibilities

#### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries when dealing with visitors.
- Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff.
- Assist in arrangements for school visits and events.
- Attend training and development where necessary.
- Communicate with school staff, parent / carers and the wider school community.

#### Administration

- Contribute to the maintenance of School Information Management System (SIMS).
- Maintain manual and computerised records / management information systems.
- Provide general clerical support including word processing, and other IT based tasks requiring knowledge of various ICT packages.
- Assist with the maintenance of administrative procedures and resources.
- Be responsible for producing basic reports, information and data as requested for the completion and submission of forms, returns etc, including those to outside agencies.
- Assist with and undertake delegated tasks in line with financial administration procedures e.g. placing orders.
- Provide administrative support for meetings including taking notes.
- Ensuring that people making contact with the school feel welcome and valued and ensure that the correct procedures are followed in triaging their enquiries or recording their business.
- General administration such as photocopying, postage, word processing and entering data into simple databases.
- Assist in general pre-determined communication within the school community e.g. requests to website provider, distributing newsletters, text messages or other electronic or verbal communication systems.

#### Resources

- Maintain SIMS, and operate other relevant equipment / ICT packages.
- Maintain stocks and supplies, cataloguing and distributing as required.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration such as processing orders and ensuring their delivery.
- Collect, check and bank all monies or cashless transactions relevant to school activities as outlined in the financial procedures manual.

#### Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use them to advise and support others.
- To promote the Equality Act and strive for equality in human relations.

<b>Signature of Headteacher:</b>	_____	<b>Date:</b>	_____ / _____ / _____
<b>Signature of Chair of Governors:</b>	_____	<b>Date:</b>	_____ / _____ / _____
<b>Signature of post holder:</b>	_____	<b>Date:</b>	_____ / _____ / _____

## Person Specification

Essential	Desirable	How Identified
<b>Qualifications</b>		
NVQ Level 1 in Administration procedures or equivalent further/higher education qualification.	Additional qualification in IT.	Application form
Good literacy and numeracy skills. English and Maths grade C or above GCSE or equivalent.	Good standard of written / spoken English.	Application form
<b>Experience</b>		
Knowledge of relevant school-based policies/codes of practice.	Working knowledge of relevant school-based policies/codes of practice	Interview
Experience working in an office environment.	Experience of using typical school-based IT and database systems.	Application form
Experience in cash handling and simple book-keeping.	Experience in handling cash and more advanced book-keeping.	Application form
<b>Skills / Abilities</b>		
Well-developed interpersonal skills and the ability to work collaboratively as part of a team.	Proven ability working as a team member in an office environment.	Interview / application form
Identify issues and suggest solutions to problems.	Experience and confidence in spotting misconceptions and ability to communicate concerns.	Interview / application form / reference
Effective use of word processing programmes with good keyboard skills.	Speed typing. Excellent knowledge of extended functions of e.g. "Word".	Interview / application form
Effective use of data handling programmes with good keyboard skills.	Experience administrating a database such as Excel.	Interview / application form
Competent use of administrative equipment / resources.	Advanced use of administrative equipment / resources.	Interview / references
Proven written, oral and communication skills.	Excellent written, oral and communication skills.	Interview / application form
An understanding of the requirements and demands of school administration.	Experience multi- tasking in a high demand office environment.	Interview / application form
<b>Personal Qualities</b>		
Highly motivated with high expectations, a positive attitude and a good sense of humour.		References
Excellent self-management skills including the ability to prioritise time effectively.	Proven ability to prioritise and organise workload and time.	References / Interview
The ability and willingness to work in partnership with other members of the school team.	Ability to create meaningful teamwork and pathways of good communication.	Interview
A high level of personal integrity and flexible approach to responsibilities.		References
An approachable professional who responds well to and offers constructive advice.		References
Ability to relate well to children and adults.	Experience working with children and an ability to interpret their needs.	References
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Experience working with parents / children.	Application form
Ability to work with intuition and on own initiative.	Identifies and manages workload.	Application form / references
<b>Other</b>		
An awareness, understanding and commitment to equality.	Excellent understanding of equality.	Interview

## Claregate School and Job Details

The school implements rigorous DBS checks and safeguarding employment and initiation procedures. Any job offer is subject to a clear enhanced DBS check to be received by the school. Any disclosures will be subject to scrutiny in line with our Safeguarding Policy.

Claregate is a two-form intake Primary School, with approximately 440 children, including a 30-place Nursery. We are situated in a pleasant and popular residential area of Wolverhampton. The school is a caring place to work, with good interpersonal communication, happy children and supportive parents.

The site consists of three separate blocks - two new and one which is an older two storey building. There are pleasant playing fields and recreational facilities around the school.

It is our policy not to discriminate against people in terms of protected characteristics.

Our mission is to provide a safe environment for children where their welfare is paramount and the school will follow the most rigorous recruitment process with regards to safeguarding. This will require identity check i.e. passport / driving licence / birth certificate and we will need to see a current utility bill to prove home address. Incomplete application forms will not be considered and the candidate will not be shortlisted.

If candidates need help to fill in the form or have specific questions, please contact the Headteacher at the school. We can make reasonable adjustments to make it more accessible for people with disabilities.

This post is for an Administrative Assistant to work within our highly effective administrative team, line managed by our Office Manager. The successful candidate will be based in our front office, in a Receptionist role, dealing with face-to-face enquiries from parents and visitors as well as answering the telephone and triaging calls. There will be other aspects of general school administration that will be required as part of the post.

There will be a traditional interview and short in-tray exercise as part of the selection process.

A Job Description and Person Specification is attached.

On the day of the interview it will be necessary for all candidates to :-

- Provide proof of identity i.e. birth certificate, driving licence or passport, along with a current utility bill
- Provide proof of qualification relevant to the post
- Complete a self-declaration regarding relevant civil issues pertaining to the post

It will be necessary for the successful candidate to :-

- Complete a Disclosure and Barring Service check
- Complete a Medical Declaration Form

Candidates also need to know that written references will be required and referees will be contacted to verify their authenticity. Candidates should tell the person giving the reference that this may happen. One reference should be from your current employer and if you have worked with children previously, we require an additional reference from this person **N.B. the Local Authority application form does not state this, and this is an additional requirement for this post.**

Relatives and friends should not be used as referees. References will be taken before interview, unless requested, and referees will be given the Job Description and the Person Specification. The interview may include questions to clarify issues brought up from this. Internal candidates are also required to provide references. If a referee refuses or does not provide a reference, we will ask you to identify another one.

The deadline for applications received to school is final and short-listing will be done immediately after this. Completed forms should be addressed to Mr D Saunders, Deputy Headteacher at the school.

Please note that a search on an internet search engine will be carried out prior to your employment. This is part of our Safeguarding procedures.