

Fallings Park Primary School
Job Description for Administrative Assistant

Post Title: Administrative Assistant

Scale: Grade 4 Point 7 to 11

Hours: 37

Hours of Work: Monday to Thursday, 8.00 to 4.00; Friday 8.00 to 3:30; Break: 12:30 to 1:00

Responsible to: Headteacher/Business Manager/Assistant Business Manager

Overview

Assist with administrative and financial systems and resource management within the school under the direction of the School Business Manager.

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries when dealing with visitors
- Deal with deliveries and assist with the organisation and cleanliness of staff room, school office, school resources, archives and reprographics
- Support office administrative procedures and systems
- Attend training and development where necessary

Administration

- Contribute to the maintenance of School Information Management System (SIMS)
- Provide administrative support including word processing, and other IT based tasks such as maintaining website, creating new user email accounts, managing the ParentPay accounts
- Assist with the maintenance of administrative procedures and resources
- Maintain manual and computerised records and management information systems
- 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
- Under direction of the Business Manager to be responsible for marketing and promotion including the preparation and production of all school publications and website
- Provide advice and guidance to staff, pupils and others

Resources

- Maintain SIMs Personnel module, submitting weekly absence returns appropriately
- Assist with management of resources, including being responsible for the regular audit of resources
- Assist with and undertake delegated tasks in financial administration procedures related to school resources
- Undertake general financial administration such as processing cash, cheques, orders, invoices
- Support the Business Manager with procurement and be responsible for obtaining quotes in line with established procedures
- Maintain the balance of the school fund, recording finances correctly for the purposes of school find audit
- Collect, check and bank all monies relevant to school activities such as collections and field visits as outlined in the financial procedures manual
- Assist with and undertake delegated tasks in line with financial administration procedures

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 be reviewed annually

Signature of Manager: _____ **Date:** / /

Signature of post holder: _____ **Date:** / /

Person Specification: Fallings Park Primary School
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	Essential	Desirable
Qualifications	A sound educational background GCSE A – C English and Maths	NVQ Level 2 in Administration procedures or equivalent further/higher education qualification
Experience	Experience of working within a professional work environment. Previous employment in a clerical role or receptionist role, undertaking such tasks as reception duties, word processing, filing and dealing with message distribution.	Experience working in an office environment with IT based and data base systems. Providing personal assistant/secretarial support Working with young people
Skills / Abilities	Well-developed interpersonal skills and the ability to work collaboratively, manage initiatives effectively and to motivate others: e.g. sharing good practice. High competence in use of IT. High level of written, oral and communication skills Able to maintain confidentiality An understanding of the requirements and demands of school administration	
Personal Qualities	Highly motivated with high expectations, a positive attitude and a good sense of humour Excellent self-management skills including the ability to plan and organise one's time effectively Have a flexible approach and a willingness to offer help The ability and willingness to work in partnership with other members of the school team A high level of personal integrity and flexible approach to responsibilities. An approachable professional who responds well to and offers constructive advice Able to systematically process callers, enquirers, work requests and cope with interruptions Able to communicate well with children and parents Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	
Other	An awareness, understanding and commitment to equal opportunities Excellent record of punctuality and attendance	