**JOB DESCRIPTION**

Job title: Admin Assistant

Reports to: Office Manager - School Business Manager

**Main purpose of job:**

To provide an efficient and effective administrative support service to ensure compliance with School requirements. Ensure the smooth running of the school office. To provide professional front of house support and adhere to the school's safeguarding policy at all times.

**Main responsibilities and duties:**

1. Working alongside the Office Manager in the school office, assisting with and completing system and administration tasks, answering parent queries, recording all data onto the school-based system, signing in parents for visits and looking after the general welfare of the pupils.

2. Answering the telephones and the front gate for visitors.

3. Complete appropriate data input and paperwork on the computerised system associated with the smooth administration of the school e.g. school transport records, pupil’s records (SIMS), admissions, personnel, and assessment recording.

4. Uses SIMS on a daily basis to maintain pupil data, monitor attendance data and manage registers.

5. Provide School SIMS administrative support for the school and teaching staff.

6. Respond and deal with administration queries regarding SIMS and school-based systems

7. Answer any questions and queries from parents and guardians.

8. Process pupil admissions in accordance with admissions policy

9. Meet and greet all parents, pupils, contractors and school visitors, ensuring that all visitors use the electronic signing in process and they can be identified by wearing clearly visible badges.

10. Completes various forms, returns, and statistics of routine nature for submission to LEA, governors and other departments, e.g. pupil numbers, staff, salaries, contracts of employment and Census information.

11. Provides administration support to curriculum areas; this could include maintenance of pupil listings, typing letters, prospectuses, notices etc.

Sends and receives, date stamps, and sorts daily incoming post and distributes to appropriate staff.

12. General office duties e.g. maintenance of filing system, photo copying, collating reports, etc.

**Knowledge & skills:**

Be able to multitask across a number of other school administration systems as well as confidence dealing with all levels of school staff.

Have excellent communication skills, both verbal and written.

Be able to prioritise workloads; have excellent time management and organisational skills.

Be able to work under pressure and meet deadlines.

Produce accurate work.

Be able to use initiative.

Punctual.

Approachable and empathetic.

Organised and resourceful.

**Supervision and management:**

The Admin Assistant will often be required to work without direct supervision due to the nature of duties but will have the ongoing support of the Office Manager.

**Problem solving and creativity:**

Work is undertaken within laid down procedures and guidelines and the nature of the job means that there are frequent interruptions.

**Key contacts and relationships:**

Daily contact with the Office Manager when discussing workload or receiving new instructions. Contact takes place with staff of the school, pupils, parents, Governors, LEA visitors and other external suppliers. These contacts are for the purpose of passing/receiving information and resolving queries.

**Decision making:**

Organises the day to day work to meet the demands of the school. Deals with the support work, telephone enquiries and visitors in the most appropriate manner and provides basic information. Operates within standard guidelines and procedures and seeks advice from the Office Manager, where required.

**Working Environment:**

Working in a busy front office of a school with approximately 290 children. Significant use of IT, when maintaining records, providing information and typing various correspondence and reports.