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| **Bath & Wells Multi Academy Trust** |
| **Job Title:** | **School Administrative Assistant** |
| **Location:** | **Norton Sub Hamdon Church School** |
| **Salary Range:** | **SCP 15 4-6** |
| **Reports To:** | **Officer Manager and Headteacher** |
| **Full/Part time:** | **20 Hours per week term time only** |

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| **The Aim of The Bath & Wells Multi Academy Trust**: To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos. |

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| **Bath & Wells Multi Academy Trust Mission Statement: John 10:10 ‘That they may have life, life in all its fullness’** The Bath & Wells Multi Academy Trust’s mission is to provide an education which is life enhancing for every child. We promise an experience which is lovingly inclusive to all pupils. |

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| **Job Purpose** |
| To provide efficient and comprehensive administrative support to the Headteacher and the School. To ensure compliance with BWMAT and the School administrative/clerical and reporting requirements.To ensure the MIS containing children’s details is up to date at all times.To ensure a warm and friendly welcome to visitors.  |

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| **Main Responsibilities and Duties** |
| * To be responsible for recording of all daily attendance data and reasons for pupil’s absence.
* To record absence reasons given from parents via telephone calls/messages left.
* To make first day telephone calls when appropriate.
* To record late arrivals.
* Deal with holiday requests and liaise with Headteacher.
* To ensure all areas of pupil details/contacts are updated and correct on Scholarpack including, contact details, medical details, FSM/PP status, consents etc and follow up any missing information.
* Annually sending out Data collection forms.
* To produce reports from Scholarpack when required.
* To deal with FSM applications and ensure Scholarpack and Parentpay updated.
* Answering the telephone/dealing with messages.
* Dealing with parents and pupils.
* Greeting visitors and outside agencies.
* Producing weekly awards.
* Updating the School website as directed by the Headteacher/SLT/Office Manager
* Updating School Prospectus as directed by the Headteacher/SLT/Office Manager.
* Updating Risk Assessments as directed by the Headteacher/SLT/Teacher.
* Updating policies as directed by the Headteacher/SLT.
* Organising planned supply cover.
* Organise school trips including booking coach, venue.
* Co-ordinate school clubs and liaise with office managers/HT
* Co-ordinate room bookings/lettings - liaise with HT or caretaker
* Co-ordinate the bookings for afterschool club and generating registers
* Co-ordinate milk and fresh fruit.
* Deals and sorts out post, daily.
* Manage school diary.
* Update Notice boards.
* Involved with publicity as directed by Headteacher/SLT.
* Check stock controls re: uniform/office supplies/1st aid supplies.
* To administer medicine to children in line with the school’s policy.
* To undertake additional admin tasks as and when required.
* To co-ordinate school dinners on a daily basis with the lunch provider
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| **Supervision and Management** |
| The post holder will often be required to work without direct supervision. Supervision will be present where necessary.  |
| **Problem Solving and Creativity** |
| At busy times the post holder will need to prioritise the workload.Deals with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.Works under direction of Headteacher or other nominated person such as the Office Manager.  |
| **Key Contacts and Relationships** |
| Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school. |
| **Decision Making** |
| There is a need to establish the importance and urgency of work. |
| **Resources** |
| General Office equipment - PC, photocopier/scanner, telephone |
| **Working Environment** |
| Working in busy office with frequent use of IT equipment.  |





**PERSON SPECIFICATION**

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| **Job title:** | **School Administrative Assistant** |
| **Location:**  | Norton Sub Hamdon Church School |

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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Experience**  | * Relevant experience of office work including databases and analysis of data.
* NVQ level 3/BTEC Diploma or equivalent in an administration or business-related subject
* Experience of working in an office environment
 | * Knowledge of administration within a school environment
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| **Knowledge** | * Knowledge of and ability to use Microsoft Office Systems, including Microsoft word and excel.
* Experience of dealing with a varied workload
* Ability to deal with and resolve questions and queries of staff, pupils and parents
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| **Skills and Abilities**  | * Excellent keyboard skills
* Ability to use discretion
* Excellent personal organisation skills
* Excellent communication skills
* Good telephone manner
* Caring and compassionate to pupils needs
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| **Work-related Personal Requirements** | * Commitment to excellent educational standards
* Patience
* Flexibility
* Ability to use a variety of interpersonal techniques to deal with issues relating to pupils, parents and carers.
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I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder:  ………………………………………………………….     Date: …………………

Line Manager: ………………………………………………………      Date: …………………