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| **JOB DESCRIPTION** | |

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| **Job Number:** | PA007 | |
| **Department:** | Education | |
| **Section:** | Primary Schools | |
| **Job Title:** | Administrative Assistant | |
| **Reports To:** | The Headteacher/Business Manager | |
| **Main Purpose of Job*:*** | | |
| To provide an efficient and effective administrative and front office support service to ensure compliance with LA and School requirements. This will include undertaking data entry/extraction, or other general administrative duties including updating the school website and ensuring compliance. | | |
| **Main Responsibilities and Duties:** | |  |
| There will be a variety of specified main responsibilities which may include those below:-  Receptionist/telephonist, receiving telephone calls and visitors, and taking appropriate action.  Completing appropriate data input and paperwork on the computerised system associated with the smooth administration of the school. eg pupils records (SIMS), admissions, personnel, assessment recording and attendance etc.  Collect and process payments for Breakfast, Afterschool club and school activities accurately. Ensuring banking and reporting procedures are followed. Weekly monitoring of outstanding payments which may require contact to parents via telephone, email or letter.  Collate information to regularly update school calendars, produce the weekly school bulletin and ensure it is added to school website and distributed to staff, parents and governors.  Ensure school website is kept up to date and compliant by regularly checking guidance documents, monitoring of school pages to ensure information is accurate. Maintaining accessibility requirements on all areas of the school website.  Complete various returns, and statistics of a routine nature for submission to LA, governors and other departments, eg School Census, LA Assessment returns, pupil numbers, etc.  Collate and create extracurricular clubs on the computerised system and send to parents for booking. Update club attendance registers and collate information for headteacher on pupils regularly attending clubs. Create trips on the computerised system, send trip letters to parents, utilise the tracker spreadsheet ensure payment/consent dates are communicated to parents.  Under supervision of the Finance Officer prepare and process orders for goods/services on FMS, receive and check delivery notes. Process invoices for payment within agreed procedures as required.  General office duties eg scanning, maintenance of filing system, photo copying, collating reports, typing letters, dealing with incoming and outgoing post, update of Staff Handbooks etc  Monitoring and updating school policy tracker using Excel spreadsheet, contacting relevant staff members to update policies when required, ensuring policies are sent to governors and added to school website as required.  Safeguarding is the responsibility of all staff members. | |  |
| **Facts and Figures:** | | |
| No supervision of staff.  Responsible for the accuracy of the information in the computerised databases. | | |
| **SUPPORTING PROCESSES** | | |
| **Problem Solving:** | | |
| The resolution of problems will usually involve applying predefined responses to problems/situations encountered and are largely regulated by laid down procedures.  The job is normally subject to interruptions. Interruptions may lead to a subsequent change of direction.  Prioritise own workload in conjunction with Line Manager and operational demands across the school.  Work to deadlines, which may be regular and scheduled tasks.  Respond effectively to changing or new priorities. | | |
| **Decision Making:** | | |
| There is limited autonomy to make decisions from an established range of alternatives within clearly defined rules/procedures, with established pre defined options.  The job holder is expected to resolve routine problems, but must seek assistance for anything unusual or difficult.  Make recommendations on improvements to systems and procedures identified in the course of work, which will lead to overall improvement of the service.  Use own initiative in the absence of line manager to make decisions to deal with day-to day issues. | | |
| **Physical Effort and Working Conditions:** | | |
| |  |  | | --- | --- | | |  | | --- | | The post holder has a high level of usage of IT equipment on an on going basis. Majority of the job holder's work will involve the use of computer systems. | | | | |
| **Contacts and Relationships:** | | |
| The job holder has to be courteous and give or obtain straightforward information. Information communicated is generally routine but on occasions outcome is not straightforward. Typically, the reason for the contact may involve duties of an advisory nature. The nature of contact is such that it will have a limited effect on the person, service or organisation contacted. | | |
| **Knowledge, Skills and Experience: (To be completed by the Line Manager)** | | |
| |  | | --- | | The role demands that the post holder has the ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques. Typically the structure of such jobs would require new starters to learn and apply a series of procedural rules that govern the operation of the post.  Previous experience in a clerical/administrative position is required.  Will need an excellent standard of written English; experience dealing with all levels of correspondence; experience of face to face dealing with the public and a good telephone manner.  The ability to work flexibly, effectively and courteously is essential. | | | |
| **Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:  Job Holder: …………………………………………………………. Date: …………………  Line Manager: ……………………………………………………… Date: …………………  Designated Senior Manager: …………………………………….. Date: ………………… | | |