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| See the source image | JOB DESCRIPTION  ADMINISTRATIVE ASSISTANT | | | |
| Job Number: | PL005 | | | |
| Directorate: | Children and Young People | | | |
| Service: | Catcott Primary School | | | |
| Job Title: | Administrative Assistant | | | |
| Reports To: | Office Manager / SLT | | | |
| MAIN PURPOSE OF THE JOB: | | | | |
| To provide a professional and friendly welcome to visitors;   * administrative support to the Headteacher and contribute to the efficiency and smooth running of the school office. * To ensure a warm and friendly welcome to visitors. * The post holder should have a flexible approach to work, with a positive attitude and will be expected to cover for colleagues when necessary. * This role requires always maintaining confidentiality in all matters. | | | | |
| MAIN RESPONSIBILITIES AND DUTIES: | | | | |
| Duties and responsibilities will include, but are not limited to, the following, and may be altered at the request of the Headteacher.  Organisation   * Be a point of contact for parents, staff, visitors and external agencies. * Welcome and direct visitors to the school and answer the telephone. Take messages (as required) and resolve queries. * Aid with the smooth and effective running of the office * Provide lunch cover for the office manager * Assist with Parents evening organisation. * Manage school photography requirements * Arrange and manage school medical screening visits * Ensure a professional and welcoming reception for all visitors and parents and all visitor checks are in place to monitor entry and exit from the school. * Ensure the bus registers are up to date with absences and TLE bookings * Check and update teachers for additional TLE bookings before the end of the school day. * Ensure the school calendar is up to date * Maintain and update lunch registers with Beech * Undertake other tasks such as covering for other staff members as required   Administration   * Assist with Personnel files and ensure these are maintained and up to date. * Assist with maintaining pupil records with regards to absences, leave forms and appointments. * Carry out filing, printing and photocopying. Assist with maintenance of the photocopier to ensure it is ready for use at all times, resolving any issues as necessary. * Maintain the school’s email box in the absence of the office manager, ensuring emails are forwarded to the relevant staff member as necessary. * Maintain and update the school’s social media pages (Facebook, Instagram and Class Dojo). * Complete weekly overview, half termly newsletter, daily letters as required and articles for publication. * Manage the school’s website in a timely manner, adhering to compliance as required. * Open and distribute post accordingly * Check and prepare reports for distribution * Monitor and update policies * Maintain and update Civica   Community   * Be a point of contact for the PTA * Maintain open lines of communication within the community, including parish councils, for involvement in local activities. * Ensure the external school noticeboard is updated regularly   Resource Management   * Order, monitor and manage stock, ensuring best value following the school’s purchasing processes. * Assist with procurement and securing sponsorship/ funding. * Assist with marketing and promoting the school * Ensure the office is kept tidy, always organised and in good order.   Security   * Control access to the school in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing the correct pass and notifying them of safeguarding and safety procedures. * Be alert to unknown individuals on the school premises and report any concerns in line with school procedures.   Undertake a range of other administrative procedures and duties as required by the Headteacher. | | | | |
| Supporting Processes | | | | |
| Problem Solving and Creativity | | | | |
| * Working in a school environment means frequent interruptions and variation, particularly at break and lunch time. * Ability to manage time effectively and deal with conflicting priorities. * Ability to work flexibly and proactively, both independently and as part of a team. | | | | |
| Decision Making | | | | |
| * Works in close collaboration with the Office Manager and SLT. * Prioritise workload based on importance and urgency. | | | | |
| Physical Effort and Working Conditions: | | | | |
| * A busy school office environment with extensive use of a PC. | | | | |
| Contacts and Relationships: | | | | |
| * Staff, children, families and governors. * Due to the job description and nature of the role, the postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality. | | | | |
| Additional information: | | | | |
| * Comply with the requirements of the Data Protection Act and maintain strict confidentiality. * The postholder will be expected to complete in-house safeguarding training on an annual basis. | | | | |
| Knowledge, Skills and Experience | | | | |
| * Minimum of 5 GCSE’s A-C or equivalent including English and Maths * Good ICT skills * Presentation skills required to produce high quality school documents * Experience of working in a busy office environment * Well organised and calm under pressure * Hard working, conscientious and accurate * Understands the importance of confidentiality and discretion. | | | | |
| **I agree** 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 |  |

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| JE Primary Matrix (10/06/19) | | | |
| PA007 | Administrative Assistant | Grade  14  4-6 | Reports to Office Manager/SLT   * Provide a comprehensive and confidential secretarial/administrative support to the Headteacher, or a more general support to the Senior Management team of the school * Undertake receptionist duties, provide the first line contact between school and community, and administer the school diary for events eg lettings etc. * Would not be responsible for the work of others. * Would work within prescribed procedures, deal with day to day problems, exchanging information, which may need some more detailed explanation, and often provide advice and guidance. * Correct decisions will be from a range of established alternatives relating to their work, and which will have an effect on the running of the school. * Can determine own priorities in order to achieve deadlines but will expect guidance to resolve a high incidence of conflicting priorities. * Need to be able to operate independently and accurately a range of readily understood rules, and procedures or techniques. |