|  |  |
| --- | --- |
| See the source image | JOB DESCRIPTIONADMINISTRATIVE 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 |  |

|  |
| --- |
| JE Primary Matrix (10/06/19) |
| PA007 | Administrative Assistant | Grade 144-6 | 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.
 |