Rose Hill Primary School

JOB DESCRIPTION

POST HOLDER: **ADMINISTRATION ASSISTANT**

JOB FAMILY: **ADMINISTRATION**

GRADE: **Grade 2**

HOURS **15 hours per week 38 weeks per annum (11am – 2pm)**

LINE MANAGER: **Business Manager**

JOB PURPOSE: **To work as part of the administration team in order to provide an effective and efficient administration function across the school**

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others.

DUTIES AND RESPONSIBILITIES:-

<u>General Administration:-</u>

- To maintain filing across the school in particular for pupils.
- Undertake word processing for teaching and administrative staff
- To liaise with safeguarding officers in accordance with school policy if and when appropriate;
- Creating forms and emails to be sent via Arbor, obtaining reports and distributing reports where necessary
- Add on Breakfast and After School club invoices on Arbor on a monthly basis.
- Chase any outstanding debt, with the support of the Business Manager.
- To complete admissions every week with support of the Senior admin assistant.

Reception:-

- Act as the first point of contact for visitors, greet and ensure they are signed in for security and Health and Safety purposes, including making checks for safeguarding as appropriate
- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
- Deal with incoming emails, telephone calls and post.
- General filing and shredding
- Maintain reception area to create a professional and welcoming entrance to the school at all times
- Receive and redirect telephone calls and messages, dealing sensitively with confidential information
- Send out agreed information following set procedures for electronic communication
- Locate pupils around school for reasons such as attendance/medical etc.

Other tasks or projects that may from time to time be notified by Senior Leadership commensurate with the level and grade of this post.

Professional Behaviour

- Be friendly, fair and consistent with pupils, demonstrating the expectations from the School behaviour policy
- Provide a good role model to pupils
- Be professional, friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school
- Be friendly and respectful towards all colleagues and address any concerns through proper channels
- Support and uphold the aims, values and ethos of the school
- Be smartly and professionally dressed

NB:

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

Signed……Date……..

Signed……Date……..

ROSE HILL PRIMARY SCHOOL

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ KNOWLEDGE	GCSE grade C or above in Maths and English or equivalent qualification Good working knowledge of Microsoft Office including Excel Understanding of requirements and responsibilities under Child Protection & Safeguarding	Knowledge of school database package eg Arbor
EXPERIENCE	Experience of working in an office environment in a similar role. Experience of reception work in a busy office environment. Experience of handling a wide range of enquiries particularly by telephone and email. Experience of working as part of a team	Experience of working in a school
SKILLS/ABILITIES	Able to exchange complex and sensitive information clearly with children, young people and adults Able to demonstrate excellent Interpersonal skills Well-developed organisational skills Excellent communication skills Ability to prioritise conflicting workloads, remaining calm under pressure, and to deal with a wide range of demands from a variety of people. Ability to provide clear, timely and accurate information. Ability to work both independently and as a part of a team Flexible approach.	

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT