



Howes Community Primary School

Howes Community Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Job title: Admin Assistant

Job Code: L3307D

Salary: Grade 3 (£25,185 - £26,403 FTE)

Hours: 35 hours per week

Contract type: Permanent

Job purpose

- › To be the first point of contact for callers and visitors to the school, offering professional guidance and assistance, via telephone, email and face to face, ensuring confidentiality is maintained at all times.
- › To assist in the provision of efficient and effective administrative support to the school and members of the Leadership Team under the direction of the School Business Manager

Main Duties and Responsibilities

- › In the role of main receptionist provide a welcoming and efficient reception service, ensuring that safeguarding procedures are followed for all visitors – signing in procedures, checking badges for identification and any other relevant paperwork including DBS if necessary.
- › Ensure the front reception area is a welcoming and tidy environment and process incoming and outgoing post.
- › Ensure school security, Health and Safety and emergency arrangements are complied with.
- › Provide an efficient and professional telephone service: filtering telephone calls, taking and distributing message, giving accurate information to enquirers, booking appointments/arranging meetings, maintaining diaries as directed and ensuring GDPR guidelines are adhered to.
- › Manage school meals procedures using Bromcom and online payment systems, to include updating menu information, supporting families with any queries, notifying the kitchen of meal numbers and liaising with the LA regarding free school meals allocations.
- › Assist with the procedures for ordering goods and services, inputting data onto the schools finance system when required, checking deliveries, ensuring prompt and safe storage and alerting relevant staff of the arrival of the goods. Has been received and that staff are
- › To assist with the administration function including word processing, photocopying and collating documents, eg. Newsletters, reports to parents, text messages, emails and website information. Working methodically by prioritizing tasks to ensure that deadlines are met.
- › To undertake all aspects of the administration function providing general admin support for all school initiatives, eg. Parents evenings and school trips. Deal with maintenance of pupil admissions, ensuring accurate input of pupil data on Bromcom, preparation and collation of transfer information at the end of each year. Ensure that clerical processes relating to attendance and pupil absences are undertaken and records maintained accurately on Bromcom.

- Comply with welfare policies, ensuring authorisation for school medicals has been received and that staff are aware of procedures for contacting parents in the event of illness or accident of a child.
- Assist with the administration of after school activities, produce letters, update registers, send electronic notifications to parents and advise of any amendments/cancellations.
- Liaise efficiently with other agencies eg. LA, other educational establishments, support services, external agencies, suppliers, contractors, to relay and request information as required.
- Ensure office equipment and computerized systems are in good order, reporting any concerns and monitoring levels of stock such as stationery and office supplies, ensuring that orders are placed in good time to maintain the required levels.
- Attend relevant training courses to update knowledge and extend own understanding of particular areas.
- Undertake any other duties and responsibilities within the range of the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken withing GDPR guidelines.

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> ➤ Good numeracy and literacy skills ➤ GCSE's in Maths and English Grade 4 level (previously Grade C) ➤ Educated to NVQ Level 2 or Level 3, appropriate equivalent or relevant experience
Experience	<ul style="list-style-type: none"> ➤ Experience of using Microsoft Office software, including Word, Excel and Outlook ➤ Relevant experience working in an office environment undertaking such tasks as reception duties, record keeping, data inputting and use of telephone ➤ Experience of using school MIS systems (Bromcom) would be an advantage but training will be given ➤ Experience working in an environment with children
Skills, knowledge and personal attributes	<ul style="list-style-type: none"> ➤ Have a friendly, professional and respectful approach and be a good team player ➤ Be committed to the needs of the pupils, parents and other school stakeholders ➤ Good organizational skills ➤ Excellent verbal communication skills ➤ Can demonstrate a 'can do' attitude ➤ Is adaptable to change ➤ Is committed to quality service provision ➤ Can act with pace and urgency when required and is enthusiastic and decisive ➤ The ability to remain calm in stressful situations ➤ Commitment to always maintaining confidentiality ➤ Commitment to safeguarding pupil's wellbeing and equality.