

JOB DESCRIPTION

Job Title: Administrative Assistant	Grade: 3
Reporting to: School Business Manager	Location: Whoberley Hall Primary School
Directorate: People Directorate	Service: Service for Schools
Hours: 35 hours per week, Term Time Only (39 Weeks)	

Job Purpose

Under the management of the School Business Manager (SBM), work as part of a busy team to provide efficient and effective reception, administration and financial support to the school, ensuring confidentiality is maintained at all times.

Main Duties and Responsibilities Reception Duties

- Provide a professional front of house service dealing with enquiries and assisting pupils, staff, parents and outside agencies according to office systems
- Deal with internal and make external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Use text messaging service to notify parents and update messages received
- Ensure school visitor sign in procedures are adhered to and security and safeguarding procedures are followed for all visitors.
- Make appointments when necessary, maintaining both manual and electronic office diaries
- Be responsible for dealing with the daily distribution of post both incoming and outgoing
- Receive and accept deliveries according to office procedures
- Ensure the tidiness and general appearance of the Reception Office is maintained to a high standard

Administration Duties

- Provide clerical and admin support across the school
- Undertake word processing for whole school as requested; including newsletters, admission forms, registers, letters and notices, and provide a clerical service with duties such as photocopying, laminating and sending out of information as directed by school staff.
- Maintain the information boards within the school premises, displaying information of interest to parents such as weekly newsletters.
- Assist with uploading relevant school documents to the school website
- Help with the production of staff id cards

- Monitor and maintaining school stationery supplies, completing order forms when necessary.
- Ensure school photocopiers are supplied with paper, ordering toners and cartridges as required. Telephone repair requests as requested by school staff.
- Support with the collation and reporting of information relating to Pupil Premium, EMAS, EYPP, UIFSM and Boot Fund claims.
- Support with the maintenance of registers for pupils, including collating pupil information and recording of school meals.

Finance Duties

- To assist the Business Manager by ensuring the efficient provision of day to day financial support to the School, to ensure payment processes are carried out in a timely manner and that financial audit requirements are followed
- Operate the School's Financial system, which may include:
 - Raising orders
 - Inputting deliveries
 - Accounts Payable Invoices
 - BACS run
- Assist the Business Manager in ensuring schools procurement procedures are followed and value for money is achieved
- Liaise with the Site Team regarding the efficient receipt and delivery of goods into the school and movement to departments
- Process the accurate recording and monitoring of VAT for the school and timely production of any statutory returns
- Maintain the supplier's database ensuring all details are correct and up to date including email contacts and bank details
- Liaise with suppliers on queries, outstanding items, shortages and prices.
- Ensure all monies received by the school are receipted, banked and entered on the financial system on a weekly basis
- To assist staff and students with the use of electronic payment systems (e.g.MCAS)
- To support the organisation costing of school trips when required and reconciliation

Other duties

- Undertake other duties, training and/or hours of work within the scope of the post grade as directed by the School Business Manager
- To participate in performance management arrangements
- To adhere to published school policies and procedures
- To attend regular meetings with line manager

Health & Safety

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Safeguarding

The post holder must comply with the Coventry Safeguarding Children and Adults Boards Interagency procedures and the Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is the victim of abuse or neglect and to ensure concerns are reported to the Headteacher or any other appropriate manager.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coventry City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

GDPR

The post holder must comply with the school's GDPR policy and in particular is required:-

- To ensure data is kept safe and secure and is only retained for the length of time it is permitted to
- To ensure personal data which is no longer required, is securely destroyed following the correct procedures.
- To only share personal information when and where necessary and in line with school's GDPR policy.
- To report to their manager any breaches or concerns