



**Charter**  
Primary School

## Job Description

### Vacancy Reference No:

<b>Job Title:</b>	Administrative Assistant	<b>Job Number:</b>	L3418D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	023792
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Charter Primary School		

### Job Purpose:

To ensure the efficient and effective operation of the administrative function and systems within the school, ensuring confidentiality is maintained at all times.

### Main Duties and Responsibilities from:

#### School Meals

1. Undertake the administration of school meal numbers, collecting, balancing and securing cash, processing free school meals, maintaining computerised records.

#### School Trips, Visits etc

2. Undertake administrative procedures for various school trips, schemes, school clubs, lettings and other activities i.e. collection and reconciliation of cash, maintenance of records etc.

#### School Records

3. Records:
  - Issue UPN's, requesting when necessary from other schools.
  - Update individual records when required.
  - Transfer secondary pupils at the end of each year and put new pupils on the database, including pre-school children.
  - Ensure all children are rolled on to their new classes at the end of each year.
  - Keep medical records up to date and easily accessible. Enter emergency contact data and update regularly following parental approval, at the beginning of each year.
  - Produce class and group lists and ensure copies are available to staff.

4. Common Transfer File:
  - Ensure data is sent electronically to receiving schools within statutory deadline of 15 days.
  - Download incoming files and ensure they are appropriately inputted to SIMS
  - Liaise with teaching staff to ensure data on children is up to date.
  - Request records from transferring schools and ensure teaching staff receive information.
5. Carry out the following tasks in relation to pupil attendance records:
  - Print the class registers in time for the following week.
  - Input data from registers to check and record attendance.
  - Liaise with colleagues on First Day Absence Calling
  - Update pupil absences with the reasons for them not being at school.
  - Print absence list each week.
  - Liaise with the class teacher regarding unauthorised absences and write to parents when necessary.
6. Provide reports for the Educational Welfare Officer, DCSF and LA, when necessary.
7. Support the completion of School Census reports. Ensure data for the completion of School Census is regularly updated.
8. Input assessment data for F.S.P., KS1 and KS2 when required. Print the relevant forms and reports. Liaise with assessment co-ordinator to ensure data is correct. Ensure that data is returned to the Information Team using the appropriate website within the required deadline.
9. Ensure staff records are kept up to date:
  - Update general information regarding staff when necessary.
  - Ensure staff telephone numbers, addresses and emergency contacts are updated each year and available in the office.

#### Finance – FMS6

10. Raise orders, receive and record deliveries, ensuring the correct person is contacted when goods arrive.
11. Process invoices for goods and services provided and organise a regular cheque run to ensure the payment of invoices on time.
12. Ensure accurate input of data into the school financial accounting system, processing and recording financial transactions to the appropriate budgetary codes.

#### General

13. Open the school post each day and ensure it is circulated to the correct staff.
14. Receive visitors into the school and inform appropriate point of contact.
15. Handle external queries and receive telephone calls, relaying messages to staff.
16. Receive enquiries from parents and other visitors.
17. Contact the ICT Services team when the system is not working correctly or when support is needed. Update the system when necessary, using information provided by ICT Services.
18. Contact the LA, other educational establishments, support services, external agencies, etc. to relay and request information as required.
19. Make appointments, filter telephone calls and maintain the electronic and hard copy diaries.

20. Send and receive e-mails.
21. Undertake word processing, typing, duplication and collating of documents, memos, letters and communication of information.
22. Assist with the administrative preparation and drafting of reports to the School Governing Body and for other agencies as required.
23. Duplicate and collate documents, letters, newsletters, etc. as required, updating the school website as required.
24. Maintain the filing system for all official documents and general correspondence.
25. Ensure the documents received from the delivered "school envelope" are processed.
26. Retrieve information from files, as required.
27. Carry out the following tasks to assist in the recruitment process for school staff:
  - Issue information packs to prospective applicants.
  - Photocopy and collate application forms for short-listing and interview panels.
  - Obtain references for the interview panel.
28. Complete and sign documentation for supply teachers.
29. Contact parents (or the emergency contact) to advise when their children are sick or injured.
30. Administrate the school fund on a computerised system, reconcile bank statements and organise the yearly audit.
31. Attend relevant training courses to update knowledge and extend own understanding of particular areas.
32. Undertake an annual review to discuss achievements against job description and identify areas of training needs.
33. Any other duties and responsibilities within the range of the salary grade.

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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 within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

**Responsible to:** School Business Manager



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## Person Specification

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	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of administrative procedures</li><li>• An ability to use all office equipment within the context of Health and Safety Regulations</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to be a supportive member of a team</li><li>• Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting</li><li>• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li><li>• Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.</li><li>• Able to draft letters and compose replies, and produce statistics and reports as required.</li><li>• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</li><li>• Able to maintain financial accounts relating to official and unofficial funds, both computerised systems and paper records for audit purposes.</li><li>• Able to reconcile cash/cheques and school bank accounts.</li><li>• Able to record and present information in a neat and legible way.</li><li>• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, arrange meetings and type minutes of meetings.</li><li>• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</li><li>• Able to operate office equipment such as photocopier, computer, etc.</li><li>• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.</li><li>• Able and willing to undertake staff training and development courses.</li></ul>
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	<ul style="list-style-type: none"> <li>• Possess a good sense of humour.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven clerical background covering activities such as typing, filing, maintenance of records, using the telephone, dealing with people.</li> <li>• Maintenance of financial accounts and cash handling.</li> <li>• Word processing experience using Windows packages, e.g. Microsoft Word, Excel. Conversant with using emails and Microsoft outlook</li> <li>• Experience of using SIMS system would be an advantage but training would be given.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Word processing to RSA II standard.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>

Updated September 2016