



Job Description

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| Job Title: | Administrative Assistant | Job Number: | |
| Directorate: | Coventry City Council | Post Number: | |
| Service: | Services for Schools | Grade: | Grade 4 |
| Location: | Broad Heath Primary school | | |

Job Purpose:

To provide an efficient administration service to the school.

Main Duties and Responsibilities:

1. Provide an administration support service to the Head Teacher, Assistant Head Teacher, members of the Leadership Team and Office Manager. Make appointments and filter telephone calls on their behalf. Deal with confidential enquiries/correspondence on own initiative with minimal reference to the Head Teacher.
2. Act as a first line of contact; receive enquiries from parents and other visitors via telephone and reception.
3. Maintain the confidential diary of the Head Teacher, arranging appointments as necessary.
4. Assist the Head Teacher/Office Manager in dealing with HR administrative support functions in relation to the induction of new staff.
5. Demonstrate initiative in improving the quality of service provided by support staff within the school.
6. In accordance with the approved procedures for the Local Management of Schools (LMS) and the financial regulations of Coventry City Council, undertake the following:
 - a. Ensure the accurate input of data into the school financial computer accounting system (SIMS FMS6)
 - b. Raise orders, receive and record deliveries, process invoices for goods and services provided and pay invoices on a timely basis.
 - c. Ensure the collection, reconciliation and recording of payments for various schemes, trips, and activities undertaken at the school.
 - d. Ensure the preparation of invoices and collection of fees for Extra-Curricular tuition, banking of monies, and inputting of information onto the finance module (SIMS FMS6) of the school financial accounting system.
 - e. Liaise with the School Finance Officer, Education Finance and other City Council departments regarding financial enquiries and payment of invoices.
 - f. Work closely with the Head Teacher in the preparation of reports for Governors.
7. Ensure the school meal procedures are undertaken efficiently, the collection and reconciliation of cash and its security until collection.
8. Be responsible for administering all aspects of the schools letting policy, providing recommendations for the annual review of charges and policy.
9. Ensure procedures are undertaken in relation to authorisation for school medicals and ensure procedures for contacting parents in the event of illness or accident of a child are followed.
10. Ensure that the daily post and 'virtual school envelope' are processed, dealing with enquiries and replying to standard correspondence as delegated. Monitor and respond to the school administration e-mail account.
11. Undertake word processing, duplicating and collating of documents and production of information including school correspondence and newsletters.

12. Ensure the efficient operation of the school administrative function and systems within the school, and deal with administrative matters on behalf of the Head Teacher.
13. Be responsible for maintaining and updating of manual and computerised records and filing systems, production of statistics, completion of returns and assistance on the provision of information in relation to:
 - a. Pupil admissions, leavers, attendance and achievement. Rising 5 admissions and Year-End processes.
 - b. Finance
 - c. Personnel
 - d. Other school matters.
14. Ensure that clerical processes related to pupil administration and leavers are undertaken and all information updated on the SIMS system.
15. Provide assistance on recruitment and Personnel matters, i.e. advertising vacancies, issuing application forms, arranging interviews, dealing with references, arranging supply cover and completion of returns for staff sickness and absence.
16. Ensure relevant Personnel forms are completed and submitted in a timely manner in respect of all new staff employed by the school, liaising with HR as necessary. Maintain the computerised records of Personnel within school, using SIMS Personnel 7 module.
17. Ensure office equipment and computerised systems are in good order and liaise with outside agencies regarding repair and replacement.
18. Follow office procedures to ensure confidentiality and security of information and adherence to the Data Protection Act.
19. Assist on other matters including administration of school trips including arrangements for insurance cover, transport/venue bookings.
20. Ensure that clerical processes related to pupil attendance and absence are undertaken and records maintained accurately on the SIMS Attendance module. Ensure the completion of returns re authorised and unauthorised absence.
21. Complete the Pupil Level Annual School Census return (PLASC) for DfES.
22. Maintain information contained within the School Prospectus and the Annual Report to Parents. Ensuring this information is provided and available on the required deadlines.
23. Ensure that Criminal Records Bureau checks are completed and documented as required by the current DfES guidance, in respect of all staff and volunteers within the school. Ensure the relevant information is kept as directed and available for inspection as necessary.
24. Arrange supply cover for absent staff as and when necessary, liaising with the Head Teacher.
25. Initiate and maintain insurance claims for absent staff, in accordance with the current staff absence insurance policy requirements.
26. Liaise with Office manager to monitor levels of stock such as stationary and office supplies, ensuring that orders are placed in good time to maintain the required levels.
27. Any other duties and responsibilities within the range of the salary grade.
28. To ensure Child Protection Policy is followed and promote the welfare of children

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.

Responsible for:

Responsible to:

Date Reviewed:

Updated: Dec 21

Person Specification

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| Job Title: | Administration Officer | Job Number: | |
| Directorate: | Coventry City Council | Post Number: | |
| Service: | Services for Schools | Grade: | Grade 4 |
| Location: | | | |

| | Job Requirements |
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| Knowledge: | <ul style="list-style-type: none"> • Word Processing packages, such as Word, Excel, Publisher for windows systems. • Office procedure, practices and equipment. • Computer applications (SIMS) used in schools – FMS6, SIMS.net data and modules (Attendance and Personnel 7). • Knowledge of School HR processes |

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| Skills and Abilities: | <ul style="list-style-type: none"> • Word processing skills, minimum typing speed 30 w.p.m. • Attention to detail and accuracy of data entry. • Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure. • Liaise and communicate effectively with staff, parents, children and others by telephone and in person. Deal with all matters in a courteous manner and resolve queries and filter calls where appropriate. • Sort, identify, classify, record and file accurately in alphabetical and numerical order. • Maintain financial accounts relating to official and unofficial funds – both computerised system and paper records for audit purposes. • Reconcile cash/cheques and school bank accounts. • Numerate – add, subtract, divide and multiply, calculate percentages. • Record and present information in a neat and legible way. • Work effectively, meeting deadlines as necessary. • Record and monitor expenditure accurately. • Organise school trips by telephone and inter-personal contact. • Draft letters and compose replies, produce statistics and reports as required. • Remain calm in the presence of irate visitors, and follow agreed guidelines for such situations, cope |
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| | <p>with interruptions.</p> <ul style="list-style-type: none"> • Operate office equipment such as photocopier, computer, fax and duplicating machine, ensure their daily maintenance and deal with breakdown by taking action as necessary. • Place authorised orders, process deliveries and invoices and ensure accurate recording and timely payment. • Provide a general secretarial service. • Maintain and update manual and computerised records and filing systems relating to pupils, finance, personnel and other school matters using appropriate software. • Communicate effectively at all levels in a professional and polite way. • Be sympathetic to the needs of primary school age children, and able to communicate with them appropriately. • Recognise the importance of security and confidentiality in a school setting. • Show willingness and ability to support the Christian aims and ethos of the school. |
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| Experience: | <ul style="list-style-type: none"> • Office clerical background covering activities such as word processing, filing, maintenance of records, using telephones, dealing with people. • Experience of Financial and HR Personnel administration within a school setting. • Experience of dealing with children of Primary school age, and of their needs. • Experience of using SIMS Computer applications, SIMS FMS6, SIMS.net and associated modules in a school environment. • Experience of supervision of staff. |
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| Educational: | <ul style="list-style-type: none"> • Good general education (literate and numerate). • Commitment to continuing Professional Development (NVQ Level 2/3 in Business and Administration, or working towards such a qualification is desirable.) • Relevant qualifications in Word Processing / Typing. |
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| Special Requirements: | <ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. |
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Date Reviewed:

Updated: Dec 2021