

Job Description

Vacancy Reference No:**Job Title:** Administration Assistant**Job Number:****Directorate:** People Directorate**Post Number:****Service:** Services for Schools**Grade:** 3**Location:** Spon Gate Primary School**Job Purpose:**

Under the management of the School Business Manager (SBM), work as part of a busy team to provide efficient and effective reception and clerical 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

- 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.

School Meals

- Be responsible for collating and recording pupil information on SIMS.net relating to dietary

- requirements, free school meals, dinner money payments etc
- Complete the daily recording of school meals following procedures and policies using the school registers
- Produce relevant reports and registers for catering staff, lunchtime supervisory assistants and admin team
- Monitor pupil meals and amend where necessary after the lunchtime period
- Check catering invoices against meals provided to staff and children on a monthly basis to ensure accuracy on FMS system
- Implement school debt procedures when necessary (debts checked on a weekly basis) e.g. telephoning parents, sending a text message, typing and sending out letters, and informing the Inclusion Team of any outstanding debtors to follow up.
- Download the Free School Meals file weekly, monitor and up-date in SIMS.net as required
- Assist parents with Free School Meals claims. Notify parents if and when their claim has been successful or not and chase up payment or provide a refund if necessary
- Be responsible for year-end processes of Dinner Money

Pupil Records

- Be responsible for the maintenance of all pupil information records on SIMS.net ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, family links and UPNs
- Maintain and update pupil record systems e.g. yellow files and data collection sheets, ensuring that emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.
- Be responsible for collating and recording of pupil information for the processes relating to Nursery, Reception and whole school admissions liaising with other staff including the Learning Mentors, SENCo, Early Years Teachers and others for start dates/induction dates, and sharing pupil information. Liaise with the Learning Mentor for all new pupil admissions to school ensuring all admission documents are completed correctly.
- Be responsible for issuing UPNs for new admissions, and requesting when necessary pupil information from other schools. Ensure all pupil paper files are received from previous schools.
- Be responsible for updating pupil attendance on SIMS.net: producing weekly class registers, input data from registers to check and record attendance, update pupil absences with reasons, track lateness and input minutes late on SIMS.net and provide reports on pupil attendance for staff as required.
- Ensure CTFs are exported and imported correctly and in a timely manner for children arriving and leaving school. Ensure pupil records are safely transferred to prospective schools when required
- Produce a variety of reports when requested for pupil data analysis
- Assist the SBM with preparation and inputting of information relating to completing the Pupil Census and Workforce Census, producing reports if necessary
- Assist the teaching and support staff with pupil information relating to attendance in after school clubs, trips, setting up registers, lists and cash collections sheets as directed
- Assist with year-end processes and the setting up of the new academic year

Finance

- Assist with dinner money cash handling procedures daily and preparing money for weekly banking
- Receive, receipt and record correctly cash collected in the school office including uniform, trip and donation money.
- Support the Business Manager with inputting data to raise and progress orders through the school financial system. To ensure payment processes are carried out in a timely manner and that financial audit requirements are followed throughout this process.
- Send out and monitor invoices for money owed.

Assisting with Supply Cover and staff absence

- Assist management team with supply staff arrangements when required and Liaise with supply agencies on their behalf
- Redirect staff absence notifications to the Headteacher
- Notify all relevant staff of any changes to pre-arranged supply cover
- Maintain a record of supply for audit and safeguarding purposes
- Ensure all first time supply staff are directed to School Business Manager for relevant clearance checks

Any other duties and responsibilities within the range of the salary grade.

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

Responsible for: n/a

Responsible to: School Business Manager

Date Reviewed: September 2022

Updated: September 2022

Person Specification

Job Title:	Administration Assistant	Job Number:	
Directorate:	People Directorate	Post Number:	
Service:	Services for Schools	Grade:	3
Location:	Spon Gate Primary School		

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

Skills and Abilities:	<ul style="list-style-type: none">• Able to be a supportive member of a team.• Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting.• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.• 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.• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.• Able to record and present information in a neat and legible way.• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.• Able to operate office equipment such as photocopier, laminator, shredder etc.• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act and GDPR.• Able and willing to undertake staff training and development courses.• Able to provide flexible support to meet operational needs
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Experience:	<ul style="list-style-type: none">• Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people.• Maintenance of financial records and cash handling.
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Educational:	<ul style="list-style-type: none">• Good level of education• GCSEs in English and Maths or equivalent
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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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