



**EASTERN GREEN JUNIOR SCHOOL
ADMIN ASSISTANT JOB**

DESCRIPTION

<p>Title and Grade of Post</p>	<p>Admin Assistant: Part-time (20 hours 8.30-12.30 daily), Term Time Grade 3 Salary Range: £ 24,404 – 25,584 Pro-Rata</p>
<p>Job purpose</p>	<p>To provide support to the School Business Manager, ensuring the provision of an efficient and effective reception, financial and administrative support service within the school</p>
<p>Responsible to</p>	<p>School Business Manager and Headteacher</p>
<p>Duties and responsibilities specific to the post</p>	<ol style="list-style-type: none"> 1. Receive parents and other visitors into school in a welcoming manner, ensuring signing in and safeguarding procedures are adhered to. 2. Receive and filter telephone calls to give and obtain information. Respond to general enquiries concerning administrative or financial matters, referring more specific queries to appropriate staff. Liaise with colleagues, both in school and Local Authority departments, and also external suppliers, regarding financial and administrative matters. 3. Undertake general clerical support e.g. filing, photocopying, use of Microsoft programmes, faxing and other routine tasks in the School Office. 4. Maintain pupil information records on Bromcom. 5. Assist staff in the organisation and administration of school trips and visitors; booking coaches and venues, confirmation of bookings, maintenance of appropriate paperwork and registers, collection and reconciliation of cash, process and secure monies in line with the school finance policy, including entering details on Bromcom and MCAS. 6. Oversee the organisation of school clubs; preparation of timetables and correspondence to parents, collection of forms and payments including the use of Bromcom, liaison with club providers, maintenance of registers, reconciliation of cash and it's security. 7. Ensure that e-mails are processed and distributed, dealing with enquiries and replying to standard correspondence as delegated. Assist with the distribution of incoming mail and parcels and routine tasks connected with outgoing mail. 8. Organise communication to parents using email and messaging via the MCAS service. 9. Tend to children in cases of illness or injury. Contact/ inform parents if the child needs to go home or if further medical attention is required. Undertake first aid training. Ensure correct procedures are followed in the administration of medicines in school. 10. Completing and sending statutory census returns to the Local Authority

11. Maintenance of the School's equipment register

12. Support the safeguarding of all children and health, safety and well-being of all members of the school community by adhering to school policy at all times.

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

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.

THE PROTECTION OF CHILDREN REGULATIONS APPLY TO THIS POST.

**EASTERN GREEN JUNIOR SCHOOL
ADMIN ASSISTANT PERSON SPECIFICATION**

Area	Essential
Experience	<ul style="list-style-type: none"> • Working in an administrative environment • Working within a team environment. • Providing personal assistant/secretarial support. • Working with a range of people • Working in a busy environment • Dealing with Finance/Budgets
Knowledge and understanding	<ul style="list-style-type: none"> • A sufficient level of literacy to be able to proof read documents, compose mainly routine letters and word process accurately • A sufficient level of numeracy to handle cash and ensuring accounts balance etc • A sufficient knowledge to operate a personal computer for word processing to at least the standard of RSA II or equivalent, use of spreadsheets, databases, desktop publishing • Training on the School's computer/ systems (Bromcom) to be provided by school or with Local Authority support
Skills and Abilities	<ul style="list-style-type: none"> • Ability to maintain a good working relationship with other staff • Ability to deal sensitively with children who may be unwell or upset • Able to communicate well relating to customer care, including taking and passing on telephone and other messages accurately, giving information over the telephone, recording information received, receiving visitors in a courteous and welcoming manner • Ability to be tactful, diplomatic and discreet • Ability to respect confidentiality at all times • Understand the need for security systems in school and their importance • Ability to carry out work in accordance with General Data Protection Regulations. • Ability to work unaided on routine tasks for which training has been provided • Ability to use initiative when dealing with unfamiliar tasks • Willingness to ask for guidance when in difficulty • Ability to handle cash safely and securely • Ability to maintain meticulous records in connection with all collection and payments of cash
Personal Qualities	<ul style="list-style-type: none"> • Availability, punctuality and good attendance record • Positive attitude and respectful towards all members of our school community • Friendly and approachable • Ability to work in a team • Good communication skills • Patience and initiative • Enthusiastic and highly motivated • Ability to remain calm under pressure