

# Job Description

Vacancy Reference No:

Job Title: Administration Assistant

Job Number:

Directorate: People Directorate

Post Number:

Service: Services for Schools

Grade: 3

Location: John Shelton 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 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.
- Assist with uploading relevant school documents to the school website.
- Monitor and maintaining office 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.

## **School Meals**

- Be responsible for collating and recording pupil information on SchoolComms 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 BROMCOM 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.
- Download the Free School Meals file weekly, monitor and update BROMCOM as required.
- Assist parents with Free School Meals claims.
- Be responsible for year-end processes of Dinner Money

## **School Records**

- Within the guidelines of GDPR, process (and dispose of) data and maintain school records:
- Be responsible for the maintenance of all pupil information records on BROMCOM ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, family links and UPNs
- 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.
- 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.
- Assist the SBM with preparation and inputting of information relating to completing the Pupil Census and Workforce Census, producing reports if necessary.
- Assist with year-end processes and the setting up of the new academic year, ensuring children are rolled on to their new classes.
- Input assessment data for EYFS, KS1 and KS2 when required. Print the relevant forms and liaise with SLT to ensure data is correct.
- Ensure that data is returned to the DATA Team using the appropriate method within the required deadline.

## **Finance**

- 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 and 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.

### **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 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:	John Shelton Primary School	

	<b>Job Requirements</b>
Knowledge:	<p>An understanding of administrative procedures.</p> <p>An ability to use all office equipment within the context of Health and Safety Regulations.</p>

Skills and Abilities:	<p>Able to be a supportive member of a team.</p> <p>Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting.</p> <p>Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</p> <p>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.</p> <p>Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</p> <p>Able to record and present information in a neat and legible way.</p> <p>Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.</p> <p>Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</p> <p>Able to operate office equipment such as photocopier, laminator, shredder etc.</p> <p>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.</p> <p>Able to provide flexible support to meet operational needs.</p>
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Experience:	<p>Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people.</p> <p>Maintenance of financial records and cash handling.</p>
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Educational:	<p>Good level of education</p> <p>GCSEs in English and Maths or equivalent</p>
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Special Requirements:	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>
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