

ADMINISTRATIVE ASSISTANT

Directorate Children, Learning & Young People

Location Ravensdale Primary School

Responsible to: - School Business Manager / Headteacher

Grade 3

Hours 30 hours

Job Purpose

To provide administrative support to the school and to the Head Teacher

Main Duties & Responsibilities

1. Provide an administrative service to the School and Head Teacher e.g. receive parents and other visitors, make appointments, filter telephone calls and act as first line of contact for callers/enquiries to the school and replying to standard correspondence as delegated.
2. Create and upkeep our Newsletter and the school website as directed.
3. Sending and receiving communications via a variety of platforms including email and instant messaging solutions
4. Produce letters, documents and simple publications by making good use of Microsoft Office products and other IT applications as necessary (training will be provided).
5. Inputting orders and invoices onto the school financial software
6. Photocopying and reproduction of publications and documentation as required
7. Provide general clerical support to before and after School clubs including the wraparound provision
8. Manage electronic diaries including the main school diary, Headteacher, resources and room bookings.
9. Assist with the administration of lettings on behalf of the School Business Manager/Office Manager and liaise with the Site Services Officer regarding availability of resources and keyholding function.
10. Ensure that the daily post and parcels are processed appropriately.
11. On a half-termly basis, be responsible for the clerical tasks required for the ordering of school milk, i.e. issuing letters to parents for ordering purposes, calculating quantities and ordering supplies of milk, receipt of payments, issuing correct lists to classes and Site Services Officer for milk distribution purposes.
12. As a qualified First Aider, apply basic first aid as necessary and contact parents/carers if required (Training will be provided if required).
13. Maintain up to date pupil records using Bromcom.

14. On a daily basis, complete all Attendance and dinner procedures, liaising with class teachers to ensure correct recording of pupil data for absence and meal provisions.
15. Liaising with the Headteacher and parents in respect of absence during school time, preparing and issuing letters of authorisation.
16. Monitor and administrate pupil holiday requests.
17. On a weekly basis, prepare and issue letters to parents regarding pupil absence.
18. Liaising with the Learning Mentor over pupil attendance concerns and provide administrative support as necessary.
19. Produce and maintain official school registers.
20. Assist the School Business Manager with provision of information required, e.g. School Census.
21. Liaising with teaching staff regarding school trips, producing emergency contact lists for pupils and staff and calculating costings for trips per pupil.
22. Arranging transport for school trips and swimming lessons and liaising with transport companies for quotes to ensure Best Value.
23. Preparing letters and documents to parents regarding school trips/swimming.
24. Collecting, receipting and preparing of monies to be banked for school trips etc.
25. Provide clerical assistance to the School Business Manager on personnel matters i.e. issuing application forms, collecting references and documentation.
26. Make good use of electronic systems to save paper and increase efficiency of office processes.
27. Ensuring the tidiness and general appearance of the immediate work environment.
28. Any other duties and responsibilities within the range of the salary grade

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to these posts will be conditional upon the receipt of a satisfactory response to a DBS check.

All employees

The post holder must comply with the Ravensdale School 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 would be affected by their actions or by their omissions.
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform 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.

All employees

The post holder must comply with procedures of the Local Authority and Ravensdale School 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 is being abused or neglected.
- To report immediately to the Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Ravensdale School Equal Opportunity Policy.

Duties which include the processing of any personal data must be undertaken within data protection guidelines.



Person Specification

Job Title : Administrative Assistant

Location: Ravensdale Primary School

	<u>Job Requirements</u>
Knowledge of	<ul style="list-style-type: none">• Office procedures and practices• ICT equipment and network systems and their use within a business context.
Behaviours	<ul style="list-style-type: none">• Upholds and believes in Ravensdale's values (Curiosity, Collaboration, Respect, Resilience and Kindness)• Communicates positively and warmly with adults and children alike• Understands, believes in and maintains 'unconditional positive regard' for others, adults and children.
Skills and Abilities	<ul style="list-style-type: none">• An understanding of the importance of working as a team.• An understanding of the importance of confidentiality.• Be able to use various office equipment.• To be able to liaise with staff to ensure recognised procedures and deadlines are followed.• To be able to maintain accurate records.• To be able to liaise and communicate effectively and positively with members of the public, staff, colleagues, other agencies and management to offer advice, guidance and discuss important issues.• To have good written communication skills.• To be calm under pressure to seek appropriate solutions.• To respond quickly and effectively to emergencies or disruptions.
Educational	<ul style="list-style-type: none">• 5 GCSE's A-C or equivalent
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