

COUNDON PRIMARY SCHOOL

JOB DESCRIPTION



Job Title: Administrative Assistant	Grade: Grade 3
Reporting to: School Business Manager	Location: Coundon Primary School
Directorate: People	Service: Service for Schools
Hours: 37 hours per week, Term Time Only (39 weeks)	

Job Purpose

Under the management of the School Business Manager, work as part of the admin team to assist the Office Manager in providing efficient and effective reception, administration and financial 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 enquires 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/email services to notify parents and update messages received.
- Ensure school visitor sign in procedures are adhered to and security and safeguarding procedures are followed.
- Make appointments when necessary, maintaining 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 Office is maintained to a high standard.

Administrative Duties

- Provide clerical and admin support across the school.
- 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.
- Assist with uploading relevant school documents to the school website.

- Monitor and maintain 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 collation and reporting of information relating to new intake, leavers, Pupil Premium, EMAS, EYPP, UIFSM and Boot Fund claims.
- Support with the maintenance of registers for pupils, including collating pupil information and recording of school meals as required.

Financial Duties

- To assist the School Business Manager by providing the efficient provision of day to day financial support to the School, to ensure payment processes are carried out in a timely manner and that financial audit requirements are followed.
- Operate the School's Financial systems which may include:
 - Raising orders
 - Inputting deliveries
 - Accounts Payable Invoices
 - BACS run
- Assist the School Business Manager in ensuring schools procurement procedures are followed and value for money is achieved.
- Liaise with the Site Team regarding the efficient receipt and delivery of goods into the school and movement to departments.
- Process the accurate recording and monitoring of VAT for the School and timely production of any statutory returns.
- Maintain the supplier's database ensuring all details are correct and up to date including email contacts and bank details.
- Liaise with suppliers on queries, outstanding items, shortages and prices.
- Ensure all monies received by the school are receipted, banked and entered on the financial system on a weekly basis.
- To assist staff and parents with the use of the electronic payment system.
- To support the organisation costing of school trips when required and reconciliation.

Other Duties

- Undertake other duties, training and/or hours of work within the scope of the post grade as directed by the School Business Manager.
- To participate in performance management arrangements
- To adhere to published school policies and procedures

Health and 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 co-operate 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 conditions or defects 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.

Reviewed: January 2023

PERSON SPECIFICATION

Job Title: Administrative Assistant	Grade: Grade 3
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Job Requirements	
Qualifications & Training	<ul style="list-style-type: none"> • Good level of education • GCSE's in English and Maths or equivalent • Willingness to undertake First Aid at Work training
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 • Microsoft Office packages such as Word, Excel, Outlook • School Information Management systems eg. SIMS, FMS, Bromcom
Experience	<ul style="list-style-type: none"> • Proven clerical/office background covering activities such as typing, filing, maintenance of records, using the telephone, dealing with people • Maintenance of financial accounts/records and cash handling • Experience of financial administration • Experience of working with the general public
Skills & Abilities	<ul style="list-style-type: none"> • Able to be a supportive member of a team • Ability 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, cope with interruptions and remain calm under pressure • Able to 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 callers where appropriate • Able to support the provision of secretarial services eg. maintain diary, book appointments, take messages etc. • Able to sort, identify and file accurately in alphabetical, numerical and subject order • Able to maintain financial accounts relating to official and unofficial funds, both computerised systems and paper records for audit purposes • Able to record and present information in a neat and legible way • Able to operate office equipment such as photocopier, computer, laminator etc. • Ability to recognise the importance of and maintain security and confidentiality, within the guidelines of the Child Protection Act and GDPR • Able to provide flexible support to meet operational needs • Demonstrate attention to detail and high level of accuracy
Relations	<ul style="list-style-type: none"> • Have excellent interpersonal skills and be able to communicate effectively • Ability to develop good relations with staff and students • Able and willing to undertake staff training and development • Be able to work as part of a team
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