



## Grangehurst Primary School

<b>Job Title:</b>	Administrative Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	Grangehurst Primary School		

Term time only position 38 weeks per year

Hours of work Monday-Friday 12.30pm-4.30pm

### Job Purpose:

Under the direction of the School Business Manager, to provide an administrative service to the school. With customer service at the heart of the role, supporting Senior Leadership, Teachers, Parents and Pupils.

### Main Duties and Responsibilities:

1. Be responsible for providing a comprehensive reception service to all enquirers of the school in a welcoming manner, in person, by phone or email, directing calls to the appropriate person.
2. Ensure all signing in and out procedures are adhered to, paying particular attention to the school safeguarding policy.
3. Be responsible for providing an efficient telephone service filtering phone calls, taking and distributing messages, giving information to enquirers and accurately recording information received.
4. Ensure the school calendar/diary is kept up to date of appointments and school activities
5. Provision of a hospitality service to visitors and governors, setting up governor meetings and other ad hoc meetings as and when required.
6. Processing incoming and outgoing post ensuring all correspondence is distributed appropriately
7. Accepting and sign for deliveries as required.
8. Operate the school SIMS/FMS systems ensuring the data base is kept up to date, ensuring work is completed in accordance with the new General Data Protection Regulations

9. Be responsible for maintaining and updating manual and computerised records and filing systems, production of statistics, completion of returns and assistance in the provision of information in relation to school meals and pupil details/data.
10. Support the use of the SIMs agora system for parents
11. Maintaining the database for communicating with parents and users of the school via email/text using the Teachers 2 Parents system
12. Administer the school sickness procedures, ensuring all forms are completed in a timely manner and forwarded to the relevant authority/360 HR
13. Be responsible for providing a clerical service to the head and other senior managers when required.
14. Under the direction of the Office Manager and with other members of the admin team, undertake administrative duties relating to financial procedures including the collection and reconciliation of cash and related banking of dinner money, and all other cash collection for the school; ensuring that this is administered in accordance with agreed financial guidelines
15. Assist the Office Manager with day-to-day arrangements relating to school services, building cleaning, catering, grounds maintenance, site maintenance and repair including liaison with the Site Services Officer and other Council Services and outside contractors.
16. Assist with the efficient administration and organisation of the school website and internet based activities, making sure that these are updated and relevant in accordance with new General Data Protection Regulations.
17. Deal with enquiries from and liaise with officers of various authorities, outside organisations and members of the public.
18. Administer the school fruit scheme, including liaising with provider
19. Administer the free milk scheme, including liaising with provider
20. Undertake a wide variety of administrative tasks including the use of office equipment, eg. photocopiers, scanners, laminator ensuring they are used in a safe and proper manner
21. Be able to organise and meet deadlines by prioritising your workload whilst working in a methodical and efficient manner.
22. Photocopy, collate, distribute and file documents with due regard for confidentiality
23. Produce regular, accessible and timely newsletters and other forms of communication for parents and carers.
24. Undertake the administration of special projects as required.
25. Support the Business Manager and Office Manager with FMS.
26. Undertake administrative duties relating to the collection of monies.
27. Assemble papers/documents, obtaining information and anticipating requirements as appropriate, eg. to support Ofsted and other Inspection processes. Photocopy and collate documents, including arranging for printing and despatch of documents for district circulation.

28. Act as a carer for sick children until appropriate qualified assistance is available and/or until a parent/carer arrives
29. Develop good working relationships and effectively communicate with staff at all levels, including parents, pupils, governors, department within Coventry City Council and various other external agencies
30. Attend relevant training courses to update knowledge and extend own understanding of particular areas.
31. To comply with individual responsibility, in accordance with the role, for H & S in the workplace.
32. 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 General Data Protection Regulations.



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### Person Specification - Administrative Assistant - Grade 3

Area	Description	Essential/ Desirable:
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Awareness of new data protection regulations</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Knowledge of Word, Excel, PowerPoint, Outlook and Internet Explorer</li> </ul>	
	<ul style="list-style-type: none"> <li>• Knowledge of Sims/FMS</li> </ul>	
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• The ability to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm and friendly under pressure</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to manage and co-ordinate diaries, online calendar</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Good IT skills</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to communicate effectively with a wide variety of people to receive and provide information.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to deal with confidential matters in a sensitive and discreet manner.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• The ability to work effectively with team members</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• The ability to work under your own initiative where necessary</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to receive queries and obtain/give information in a courteous way by 'phone or on an interpersonal basis other staff, pupils parents, users and external agencies.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to utilise office equipment, e.g. fax, photocopier, etc. including new technology applications/computers.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to screen senior officers from callers/telephone enquiries in an effective manner.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to maintain all records effectively.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to remain calm and assertive under pressure.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to cope with demands of a highly professional environment.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to respond flexibility to changing priorities.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Able to work hours required.</li> </ul>	Essential	

<b>Experience:</b>	• Proven solid admin background covering activities such as word processing, filing, maintenance of records, dealing with people/reception work	Essential
	• Proven experience of working as part of a team in an office setting while demonstrating the ability to use own initiative	Essential
	• Experience of working in a school environment	Desirable

<b>Educational:</b>	• Good literacy and numeracy skills to at least GCSE A-C grades	Essential
	• Good command of the correct use of the English language and accurate spelling.	Essential
	• NVQ level 3 in Business & Administration or equivalent	Desirable