

## School Administrative Assistant - JOB DESCRIPTION



<b>POST:</b>	School Administrative Assistant
<b>GRADE/SALARY:</b>	GRO3 - £18,933 - £20,092 pro rata per annum
<b>DIRECTORATE:</b>	People Directorate
<b>SECTION:</b>	Primary Schools
<b>LOCATION:</b>	Hollyfast Primary School
<b>DURATION:</b>	Full-time, term time plus 5 training days plus 2 weeks holiday cover agreed based on the organisational needs of the school

### Purpose of the Job

- To be responsible to the Head Teacher and the School Business Manager, as an effective member of the school's administration team.
- To provide administrative support to the School.
- To complete identified key tasks within the administration team in co-operation with the Admin Team Leader, School Business Manager and Head Teacher.
- To ensure confidentiality is maintained at all times.

### Administration

- To contribute to the effective and the efficient running of the general office.
- To play an active role in ensuring that the school's office is an effective point of contact for all stakeholders and visitors to the school, as well as the centre of daily administration.
- Undertake clerical tasks with regard to personnel matters, i.e. timesheets, salaries, sickness absence, staff contacts, etc
- Process incoming and outgoing post, both internal and external.
- Deal with enquiries from and liaise with, officers of the authority, elected members, outside organisations and members of the public.
- Provide an efficient telephone service, filtering phone calls, taking and distributing messages, giving information to enquirers and accurately recording information received.
- Receive visitors and provide hospitality where appropriate.
- To undertake word processing, e-mailing, communication and photocopying tasks. Contribute to the preparation and production of school publications.
- Photocopy, collate, distribute and file documents with due regard of GDPR protocols.
- Able to operate office equipment such as photocopier, computer, office machinery, etc.
- Meet deadlines by prioritising workload whilst working in a methodical manner.
- Manage all Office IT systems relating to identified tasks, also providing guidance to other users as necessary.
- Ensure data is sent electronically to receiving schools within statutory deadline.
- Download incoming files and ensure they are appropriately inputted to SIMS.
- Communicate effectively with teaching staff to ensure data on children is up to date.
- Assisting, as part of a team, in supporting the overall welfare of pupils, including the development of links with parents.
- Maintain and input the appropriate medical records are e.g. asthma, allergens, Epi pen, records up to date and easily accessible.
- Ensure that any request records from transferring schools and ensure staff receive information.
- Support in the preparation and collation of transfer information relating to pupil data at the end of each year.
- Input all documentation relating to any transient pupils so that the school system is updated throughout the year.
- Liaise with assessment co-ordinator to ensure data is correct.
- Support with the inputting of assessment data across the school including Baseline, KS1 and KS2 when required and in the given time. Print the relevant forms and reports.
- Contribute to the preparation and production of school publications including website and prospectus.
- Provide support for updating of policies in line with requirements of the Governing Body and School.

- Follow GDPR guidelines at all times.

#### **Financial**

- Under the direction of the School Business Manager and admin colleagues, undertake administrative duties relating to financial procedures for all school matters including, but not exclusive, accounts payable, accounts receivable, Before & After School Club and Pre-School provision.
- To be responsible for, manage cash collection within school and ensure that money collection, reconciliation and recording of payments for various activities undertaken by the school adheres to Audit requirements.
- Ensure that processes and financial transactions are followed with the reconciliation of the official and unofficial school accounts.
- Ensure that processes and financial transactions are followed with regard to the school purchasing card.
- Complete the VAT Returns and process the VAT journal on receipt of reimbursed payments.
- Ensure that processes and financial transactions are followed with regard to Educational School Visits with due regard to the Charging and Remissions Policy.
- Ensure that processes and financial transactions use the appropriate budgetary cost centre and ledger codes in line with consistent financial reporting.
- Follow audit procedures in line with the school Finance Policy and as set out in budget holder responsibilities.

#### **ICT**

- Maintain an up to date working knowledge of the systems of IT within the administrative practice.
- To liaise with IT technical team as directed.

#### **Premises**

- To recognise and support the key role the office plays as being the first point of contact for all within school and to maintain high standards of efficiency and organisation to meet these requirements.
- To ensure contractors on site are signed in via the electronic system and the Health & Safety leaflet is distributed to them and check they follow safeguarding procedures.
- Communicate contractors and visitors on site to the relevant staff including Head Teacher, School Business Manager and Site Services Officer.

#### **Risk Management**

- Follow all Health and Safety procedures and policy, ensuring that support is provided was necessary to the practices within school.
- Ensure that all matters with regard to Health and Safety practices are related to the Site Services Officer, School Business Manager and Head Teacher as necessary to ensure the safe practice within School.
- Ensure school security and emergency arrangements are complied with.
- As part of the team, ensure all visitors to the school evidence their identification, the visitor electronic system is adhered to and all visitors are issued with their badge and safeguarding leaflet.
- Liaise closely with all staff and the Head Teacher with regard to Educational Visits.
- Ensure that risk assessment procedures are in place to support all learners and staff.

#### **Professional responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Undertake any necessary training to ensure an up to date working knowledge of the administrative systems within school.
- Attend relevant training courses to update knowledge and extend understanding within particular areas
- Any other duties and responsibilities within the range and salary grade.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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| <ul style="list-style-type: none"><li>▪ Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</li><li>▪ Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li></ul> |
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**Reviewed: October 2021**

**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.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and 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 being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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.