



JOB DESCRIPTION

Grade 3 – Administrative Assistant

JOB PURPOSE: To provide a professional administrative support service to the Leadership Team to ensure the provision of an efficient and proactive administration and financial service to the school.

Description of duties and responsibilities:

- Provide an administrative support service to the Leadership Team as required i.e. act as first line of contact, receive enquiries from parents and other visitors, make appointments, filter telephone calls, maintain diaries.
- Ensure the preparation of the schools ordering system is followed. Action the collection and banking of monies and inputting of information onto the finance module (FMS6). Assist with the end of year accounts.
- Ensuring the efficient operation of the school administrative function and systems within the school.
- Undertake computer tasks, duplicating and collating of documents, memos, letters and communication.
- Ensure that the daily post and 'school envelope' are processed, dealing with enquiries, replying to standard correspondence as delegated.
- Be responsible for maintaining, updating manual and computerised records and filing systems, production of statistics, completion of returns and assistance in the provision of information in relation to:-
- Pupil admissions, leavers, attendance achievement.
- Management of pupil data information and responsible for inputting into the Sims.net system, ensuring a high level of accuracy.
- Maintain and update filing and record systems, both computerised and manual such as pupil records, admissions,
- Operating main switchboard, to receive calls from members of staff and callers to the school. Alert senior members of staff when assistance is required and handle all calls with appropriate patience, sensitivity and confidentiality.
- Receive parents and other visitors to the school in a welcoming manner, ensuring signing in procedures are adhered to.



- Filter telephone calls to give and obtain information as required and resolve queries.
- Seek and provide information in order to answer queries, referring complex enquiries to the appropriate personnel.
- Take messages for staff and ensure that they are promptly distributed together with other mail as required.
- Access emails, action and distribute as necessary
- Liaise with staff etc. Site Services Officers regarding contractors/deliveries and sign for receipt of parcels and goods.
- Undertake filing, photocopying, faxing plus other clerical tasks as required.
- Contact/ inform parents in the event of illness or accident to their child. Tend children in cases of sickness or emergencies.
- Provide general administrative support including typing/word-processing, duplicating, collating.
- Undertake such duties as are within the scope and spirit of the job purpose, the title of the post and its grading, as requested by the Office Manager or Senior Leadership Team

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the child protection and GDPR policy.

All staff have a responsibility to ensure the safeguarding/ promoting the welfare of children.



Person Specification

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| Job Title: | Administration Officer | Job Number: | |
| Directorate: | People | Post Number: | |
| Service: | Services for Schools | Grade: | Grade 3 |
| Location: | Broad Heath | | |

| | Job Requirements |
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| Knowledge: | <ul style="list-style-type: none"> • Word Processing packages, such as Word, Excel, Publisher for windows systems. • Office procedure, practices and equipment. • Computer applications (SIMS) used in schools – FMS6, SIMS.net data and modules (Attendance). |

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| Skills and Abilities: | <ul style="list-style-type: none"> • Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure. • 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 calls where appropriate. • Sort, identify, classify, record and file accurately in alphabetical and numerical order. • Maintain financial accounts relating to official and unofficial funds – both computerised system and paper records for audit purposes. • Reconcile cash/cheques and school bank accounts. • Numerate – add, subtract, divide and multiply, calculate percentages. • Record and present information in a neat and legible way. • Work effectively, meeting deadlines as necessary. |
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| | <ul style="list-style-type: none"> • Record and monitor expenditure accurately. • Organise school trips by telephone and inter-personal contact. • Draft letters and compose replies, produce statistics and reports as required. • Remain calm in the presence of irate visitors, and follow agreed guidelines for such situations, cope with interruptions. • Operate office equipment such as photocopier, computer, fax and duplicating machine, ensure their daily maintenance and deal with breakdown by taking action as necessary. • Place authorised orders, process deliveries and invoices and ensure accurate recording and timely payment. • Provide a general secretarial service. • Maintain and update manual and computerised records and filing systems relating to pupils, finance, personnel and other school matters using appropriate software. • Communicate effectively at all levels in a professional and polite way. • Be sympathetic to the needs of the pupils and able to communicate with them appropriately. • Recognise the importance of security and confidentiality in a school setting. • Show willingness and ability to support the ethos of the school. • Adhere to the school's child protection policy and promote the welfare of children. |
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| <p>Experience:</p> | <ul style="list-style-type: none"> • Office clerical background covering activities such as word processing, filing, maintenance of records, using telephones, dealing with people. • Experience of Financial administration within a school setting. • Experience of using SIMS Computer applications, SIMS FMS6, SIMS.net and associated modules in a school environment. |
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| Educational: | <ul style="list-style-type: none">• Good general education (literate and numerate).• Commitment to continuing Professional Development (NVQ Level 2/3 in Business and Administration, or working towards such a qualification is desirable but not essential). |
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| 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. |
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Date Reviewed: September 2020



INVESTOR IN PEOPLE