

<b>Job Title:</b>	Administrative Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	022509
<b>Service:</b>	Services for Schools	<b>Grade:</b>	3
<b>Location:</b>	Coundon Primary School		

**Job Purpose:**

- To be the first point of contact for callers and visitors to the school, offering professional guidance and assistance both personally and by telephone ensuring confidentiality is maintained at all times.
- To assist in the provision of efficient and effective administrative support to the school, and members of the Leadership Team under the direction of the Office Manager, School Business Manager and Headteacher.

**Main Duties and Responsibilities:**

1. To provide a welcoming and efficient reception service, receiving parents and other visitors, ensuring visitors sign in on arrival and all safeguarding checks are carried out in line with the school's policy and procedures.
2. To filter telephone calls, taking and distributing messages as required, processing enquiries, booking appointments/arranging meetings and maintaining diaries as directed.
3. To assist the administration function including word processing, photocopying and collating of documents, memos, letters and communication of information e.g. Newsletters, reports to parents, text messages, e-mails and website information etc. Working methodically by prioritising tasks to ensure that deadlines are met.
4. To assist with all school meal procedures e.g. inputting data onto SIMs Dinner Money, updating manual registers, collecting and reconciling cash and ensuring its security until collected, notifying catering of the number of meals required and liaising with LA regarding free meals allocations.
5. To assist with the administrative arrangements for school trips e.g. transport/venue bookings, and collecting cash for the various school schemes/activities, maintaining appropriate records in accordance with Coventry City Council finance procedures.
6. To assist with the procedures for ordering goods and services, inputting data onto FMS6 and checking postal deliveries, ensuring prompt and safe storage and alerting relevant staff of arrival.
7. To undertake general office duties, including maintaining and updating manual and computerised records and filing systems e.g. pupil records, assisting with data input onto Sims.net
8. To ensure that clerical processes related to pupil attendance and absence are undertaken and records maintained accurately on the SIMS Attendance module.

9. To comply with welfare policies, ensuring authorisation for school medicals has been received and that staff are aware of procedures for contacting parents in the event of illness or accident of a child.
10. To liaise efficiently with other agencies e.g. LA, other educational establishments, support services, external agencies, suppliers, contractors to relay and request information as required
11. To ensure office equipment and computerised systems are in good order, reporting any concerns, and monitoring levels of stock such as stationery and office supplies, ensuring that orders are placed in good time to maintain the required levels.
12. Attend relevant training courses to update knowledge and extend own understanding of particular areas.
13. To undertake any other duties and responsibilities within the range of the salary grade.

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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.

**Responsible for:**

**Responsible to:** Headteacher & School Business Manager

**Date Reviewed:** September 2018

**Updated:**

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Area	Description
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<b>Knowledge:</b>	• Office procedure, practices and equipment
	• Computer applications (SIMS etc.) used in schools
	• Windows based software e.g. Word Processing, Excel, Outlook etc.
	• GDPR Principles

<b>Skills and Abilities:</b>	• Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure
	• Able to maintain and update manual and computerised records and filing systems relating to pupils, finance, dinner money and other school matters using appropriate software
	• Communicate effectively at all levels in a professional and polite way

<b>Experience:</b>	• School office admin background covering activities such as SIMS/FMS, word processing, filing, maintenance of records, using telephones, dealing with people
	• Experience of financial administration, collection and reconciliation of cash
	• Experience of working as part of a team in an office setting (school experience is preferred)

<b>Educational:</b>	• NVQ L3 Business & Administration or equivalent
	• Good Literacy and Numeracy skills to at least GCSE A-C grades

<b>Special Requirements:</b>	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
	<i><b>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</b></i>

**Date Reviewed:** September 2018

**Updated:** December 2021