



Job Title: Administration Assistant

Location: Hearsall Community Academy

Grade 3

Specific:

The post is based at Hearsall Community Academy school but the postholder may be expected to work at any of the schools under the Multi Academy Trust should the need arise.

PURPOSE OF THE JOB:

To be responsible to the Office Manager providing a comprehensive and confidential administration service to the Headteacher and wider school.

Main Duties and Responsibilities

- To provide a professional front of house service dealing with enquiries and assisting pupils, parents and outside agencies under the direction of the Office Manager in accordance with the office systems, processes and procedures
- To receive and sort all incoming mail taking the decision on who should deal with the correspondence by liaising with the Office Manager
- To be responsible for the distribution of the daily post, both internal and external
- To be the first point of contact for all internal and external telephone calls into the school, dealing with enquiries in an appropriate manner, filtering calls as necessary and taking messages as required
- To use the school's communication systems to communicate with parents and update messages received
- To ensure that security and safeguarding procedures are followed at all times for all visitors and contractors to the school site
- To assist with making and cancelling appointments when required using the school's manual and electronic diaries
- To receive and accept all deliveries into school, notifying staff and following procedures as laid down in the school's policy
- To take a lead with the appearance of the main reception area ensuring it is kept clean, tidy and welcoming for all visitors to the school

- To carry out general administration procedures under the direction of the Office Manager, to include but not exclusive; word processing for newsletters, certificates, induction starter packs, admissions forms, registers, letters and notices
- To oversee the maintenance of the information boards displaying current information of interest to parents and visitors such as newsletters, brochures and leaflets
- To assist with the collection, receipt and recording of cash payments into school as well as via the school's cashless system under the direction of the Office Manager
- To carry out the administration related school meals, attendance, school trips and other pupil and school activities
- To assist under the direction of the Office Manager processing of orders and invoices using the school's finance system