

Triumph Multi Academy Trust

Courthouse Green Primary School

Job Description

Please note: your application form must closely mirror the person specification – poorly or partly completed application forms will not be considered for shortlisting.

Job Title:	Administrative Assistant	Post Number:	1
Grade:	Grade 3		

This role at the school will consist of basic administrative and organisational processes in the school office together with an element of work as a finance clerk, inputting finance data into the Sims FMS system. Included in the administrative work will be reception and switchboard duties, welcoming all visitors and parents into school, dealing with enquiries, maintaining the school management information systems, and providing all aspects of administrative support to the school.

Job Purpose:

To provide an administrative service to the School.

Main Duties and Responsibilities:

1. Provision of an efficient and fast typing and administrative service to staff, which requires expertise in word processing, use of databases, spreadsheets, e-mail and the internet.
2. Under the direction of the Finance and Admin 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 ensuring that this is administered in accordance with Coventry City Council guidelines.
3. Be responsible for maintaining and updating manual and computerised records and filing systems, production of statistics, data analysis as required by the Senior Management at the school, completion of returns and assistance in the provision of information in relation to school details.
4. Be responsible for the processing and inputting of orders, deliveries and invoices onto the school financial system.
5. Be responsible for organising and booking supply cover for the whole school, ensuring that this is necessary and relevant.
6. Plan PPA rotas for teaching staff and maintain all timetables for the school including hall/playtime timetables where requested.

7. Assist with the efficient administration and organisation of the school website and internet based activities, making sure that these are updated and relevant and that the school is promoted effectively.
 8. Assist with arrangements for pupil activities where required, i.e residential visits/Year 6 careers activities
 9. Photocopy, collate, distribute and file documents with due regard for confidentiality.
 10. Be responsible for organising/co-ordinating meetings, conferences and school events, etc. as required, including calling, attending, note-taking, arranging venues, arranging refreshments etc.
 11. Provide an efficient telephone service where necessary, filtering phone calls, taking and distributing messages, giving information to enquirers and accurately recording information received.
 12. Deal with enquiries from and liaise with, officers of the authority, elected members, outside organisations and members of the public.
 13. Provide general clerical support as required.
 14. Ensure an adequate supply of stationery is available in conjunction with the office team.
 15. Receive visitors and provide hospitality where appropriate.
 16. Undertake the use of office equipment, eg. photocopier, fax machine, laminator, etc.
 17. Meet deadlines by prioritising workload whilst working in a methodical manner.
 18. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with the school'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.
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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 the school's policies for safeguarding children 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 school's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the school's data protection guidelines.

Responsible to: Finance & Admin Manager

Date Reviewed: December 2020