

# Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Admin Assistant	<b>Job Number:</b>	L3028D
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>	Joseph Cash Primary School		

**Job Purpose:**

Under the direction of the Senior Admin Assistant and School Business Manager, work as part of a busy team to provide an efficient and effective reception and clerical support service to the school, ensuring confidentiality is maintained at all times.

**Main Duties and Responsibilities:****Reception Duties**

- Provide a professional front of house service dealing with enquiries and assisting pupils, staff, parents and outside agencies according to office systems
- Deal with internal and make external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Use text messaging service to notify Parents and update messages received
- Ensure school visitor sign in procedures are adhered to and security and safeguarding procedures are followed for all visitors.
- Make appointments when necessary, maintaining both manual and electronic office diaries
- Be responsible for dealing with the daily distribution of post both incoming and outgoing
- Receive and accept deliveries according to office procedures
- Ensure the tidiness and general appearance of the Reception Office is maintained to a high standard

**Admin Duties**

- Undertake word processing for whole school as requested; including newsletters, certificates, induction starter packs, school prospectus, admission forms, registers, letters and notices, and provide a clerical service with duties such as photocopying, laminating and faxing of information as directed by school staff.
- Maintain the information boards within the school premises, displaying information of interest to parents such as weekly newsletters, brochures and leaflets.
- Assist with uploading relevant school documents to the school website
- Be responsible for the production of staff id cards
- Assist with maintaining school stationery supplies, completing order forms when necessary
- Ensure school photocopiers are supplied with paper, ordering toners and cartridges as required. Telephone repair requests as requested by school staff.
- Support the Senior Admin Assistant with the collation and reporting of information relating to Pupil Premium, MGSS, EYPP, UIFSM and Boot Fund claims.

## **School Meals**

- Be responsible for collating and recording pupil information on SIMS.net relating to dietary requirements, free school meals, dinner money payments etc
- Complete the daily recording of school meals following procedures and policies using the school registers
- Produce relevant reports and registers for catering staff, lunchtime supervisory assistants and admin team
- Monitor pupil meals and amend where necessary after the lunchtime period
- Assist the Senior Admin Assistant to check catering invoices against meals provided to staff and children on a monthly basis to ensure accuracy on FMS system
- Implement school debt procedures when necessary and under the direction of the Senior Admin Assistant (debts checked on a weekly basis) e.g. telephoning parents, sending a text message, typing and sending out letters, and informing the Inclusion Team of any outstanding debtors to follow up.
- Download the Free School Meals file weekly, monitor and up-date in SIMS.net as required
- Assist parents with Free School Meals claims. Notify parents if and when their claim has been successful or not and chase up payment or provide a refund if necessary
- Be responsible for year-end processes of Dinner Money

## **Pupil Records**

- Be responsible for the maintenance of all pupil information records on SIMS.net ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, family links and UPNs
- Maintain and update pupil record systems e.g. yellow files and data collection sheets, ensuring that emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.
- Be responsible for collating and recording of pupil information for the processes relating to Nursery, Reception and whole school admissions liaising with other staff including the Learning Mentor, Inclusion Team, Early Years Teachers and others for start dates/induction dates, and sharing pupil information. Liaise with Learning Mentor for all new pupil admissions to school ensuring all admission documents are completed correctly.
- Be responsible for issuing UPNs for new admissions, and requesting when necessary pupil information from other schools. Ensure all pupil paper files are received from previous schools.
- Be responsible for updating pupil attendance on SIMS.net: producing weekly class registers, input data from registers to check and record attendance, print absence sheets and update pupil absences with reasons, track lateness and input minutes late on SIMS.net and provide reports on pupil attendance for staff as required.
- Ensure CTFs are exported and imported correctly and in a timely manner for children arriving and leaving school. Ensure pupil records are safely transferred to prospective schools when required
- Produce a variety of reports when requested for pupil data analysis
- Assist the Senior Admin Assistant with preparation and inputting of information relating to completing the Pupil Census and Year 2 & 6 SATs assessments, producing reports if necessary
- Assist the Senior Admin Assistant with pupil information relating to attendance in after school clubs, music lessons, trips, setting up registers, lists and cash collections sheets as directed
- Assist with year-end processes and the setting up of the new academic year

## **Finance**

- Be responsible for completing dinner money cash handling procedures daily and preparing money for banking on a weekly basis, completing a cash sheet for the Senior Admin Assistant

- Receive, receipt and record correctly cash collected in the school office and carry out a safe check each night with one other member of admin staff.
- Support the Senior Admin Assistant with inputting data to raise orders, deliveries and invoices on to the school financial system

### **Governors**

- Provide support to staff with regards to Governor meetings throughout the year e.g. chasing up attendance, emailing reports, invites to special occasions, setting up rooms etc
- Ensure Governor information is kept up to date and produce contact lists and Governor responsibility lists to relevant staff

### **Assisting with Supply Cover and staff absence**

- Assist the Deputy Headteacher with the recruitment of supply staff when required
- Record and report daily staff absence to the Senior Admin Assistant
- Liaise with supply agencies on behalf of the Deputy Headteacher where necessary
- Notify all relevant staff of any changes to pre-arranged supply cover
- Maintain a record of supply for audit and safeguarding purposes
- Authorise weekly supply timesheets

Any other duties and responsibilities within the range of the salary grade.

### **Health & safety**

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.

### **Safeguarding**

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

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: n/a

Responsible to: School Business Manager/Senior Admin Assistant

Date Reviewed: January 2016

Updated: January 2016

# Person Specification

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<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>	Joseph Cash Primary School		

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of administrative procedures.</li><li>• An ability to use all office equipment within the context of Health and Safety Regulations.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to be a supportive member of a team.</li><li>• Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting.</li><li>• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li><li>• Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.</li><li>• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</li><li>• Able to record and present information in a neat and legible way.</li><li>• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.</li><li>• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</li><li>• Able to operate office equipment such as photocopier, fax etc.</li><li>• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.</li><li>• Able and willing to undertake staff training and development courses.</li><li>• Possess a good sense of humour.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people.</li><li>• Maintenance of financial records and cash handling.</li></ul>
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<b>Educational:</b>	Good level of education
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>
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