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## Job Description for Administration Assistant

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**Responsible to:** Headteacher

**Based at:** Redscope Primary School

**Paid on:** Band D of the Support Staff Salary Spine

### OVERALL PURPOSE OF THE POST

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Under the instruction/guidance of senior staff, provide general administrative support, including supporting with finance tasks as directed.

### MAIN DUTIES

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#### General

#### Administration

- Undertake reception duties
- Signing in visitors at Redscope Primary School adhering to safeguarding policies.
- Dealing with general telephone and face to face enquiries and liaising with staff, parents, Trust central staff and other outside agencies.
- Liaising with parents/staff and pupils.
- Provide general clerical/administrative support eg photocopying, filing.
- Undertake typing and word-processing and other IT based tasks
- Use Arbor MIS to update pupil records, extract information and assist with pupil attendance.
- Undertake other administrative duties to ensure the smooth running of the school office as required by the Senior staff
- Assist with admissions/free school meals applications/school visits
- Administer First Aid and prescribed medicine as instructed

#### Finance

- Sage orders (when needed)
- Sage Invoices
- Credit card orders
- Allocation of Arbor stripe payments/National savings/other income

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in meetings as required.
- Participate in training and other learning activities and performance development as required.

**Please note: this job has a Probationary Period of 3 Months**

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

## Person Specification for Administration Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

| ATTRIBUTES                   | ESSENTIAL                                                                                                                                                                                                                                                                                                     | DESIRABLE                                                                                                                                          |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| EXPERIENCE                   | <ul style="list-style-type: none"> <li>• Experience of working with ICT</li> <li>• Experience of dealing with members of the public</li> </ul>                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Experience of working in a School Office environment</li> </ul>                                           |
| EDUCATION AND TRAINING       | <ul style="list-style-type: none"> <li>• English and Maths level 2 / relevant experience</li> <li>• Willingness to continuing own professional development</li> <li>• Completed First Aid training or willing to complete First Aid training</li> </ul>                                                       | <ul style="list-style-type: none"> <li>• Evidence of additional training courses/certificates</li> </ul>                                           |
| SPECIAL SKILLS AND KNOWLEDGE | <ul style="list-style-type: none"> <li>• Good knowledge of ICT applications</li> <li>• Possess excellent communication skills (spoken and written)</li> <li>• Excellent telephone manner</li> <li>• Ability to work on own initiative as well as part of a team</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Possess relevant ICT qualifications</li> <li>• Interest in working in an education environment</li> </ul> |
| ADDITIONAL FACTORS           | <ul style="list-style-type: none"> <li>• Commitment to the well-being of all children and colleagues</li> <li>• Commitment to working with parents and others in the community</li> <li>• A need to maintain confidentiality and adhere to Data Protection and Safeguarding policies at all times.</li> </ul> | <ul style="list-style-type: none"> <li>• Shows a particular interest in working at this school</li> </ul>                                          |