

**Job description: Administration Assistant**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Summary of the role:</b>	<p>Working within a team, the post-holder will provide general administrative support to the School including iSAMS (the school's student information management system), school attendance registration records, sorting of incoming and outgoing post, stationery stock control, coach and minibus bookings and photocopying support.</p> <p>The postholder will also provide cover for the school's receptions during designated cover hours.</p> <p>Excellent administrative skills and a high degree of flexibility to work across a wide range of school functions is therefore required.</p>
<b>Responsible to:</b>	Director of Marketing & Communications
<b>Contract/Hours of Work:</b>	37.5 hours per week
<b>Pay Grade:</b>	Point 14-16 Support Staff Scale (£16,503 - £17,514 as at 1 September 2018) dependant on experience
<b>Line management responsibility for</b>	N/A
<b>Main duties and responsibilities:</b>	<p><b>Reception Duties</b></p> <ul style="list-style-type: none"><li>• To provide main school reception cover during the day (as required) and daily Junior School reception duties between 12-12.30pm and 4-5pm.</li><li>• To process incoming post and frank outgoing post on a daily basis. Ensure consumables for the franking machine are ordered and monitored on a regular basis and postal charge changes recorded as necessary.</li><li>• To organise school minibus and daily coach bookings using established systems.</li><li>• To provide routine office support (e.g. photocopying, answering incoming queries)</li></ul>

**Administration**

- To provide general administrative support e.g. raising purchase orders, stationery stock control, contacting customers, filing etc.
- To undertake photocopying as required to support teachers and the day to day operation of the school.
- To maintain sufficient paper stock and consumables to support school photocopiers.

**iSAMS Support**

- Ensure all current iSAMS student records are maintained appropriately.
- Provide support to the School to ensure communications via iSAMS to students and parents are delivered in an appropriate, timely and consistent way.
- To maintain an accurate record of student attendance and absences using the school's iSAMS registration system and contact parents as necessary for any unauthorised absences.
- To prepare a daily list of all students absent at school in the event of a fire or evacuation.
- To support the Office Manager in the annual student iSAMS roll over to ensure all students are moved to the correct year group, form tutor and timetable etc.
- To be a point of contact for school colleagues in the generation of iSAMS extracted reports or information. To offer occasional training/support to school colleagues as necessary.

**Other**

- To support the Office Manager in the delivery of his/her duties when directed
- To assist with training and appraisal where appropriate.
- To provide first aid to students and staff, support students with their daily medication requirements and support the recording of student medical reports.
- To provide occasional out of hours support for parents' evenings and other key events etc.
- To participate in the marketing of the school which includes, but is not restricted to, assisting at open days.
- To participate in the school's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• To undertake training and staff development as needed and as determined by the school management.</li><li>• To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleagues</li><li>• To adhere to all school policies and procedures.</li></ul> |
|--|---|

**Person Specification**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good general level of education</li></ul>	<ul style="list-style-type: none"><li>• Relevant Vocational qualification</li><li>• A relevant professional qualification (or working towards the same)</li></ul>	<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Production of the Applicant's certificates</li><li>• Independent verification of qualifications</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven experience in a similar role including reception duties</li><li>• Administration work for managers in medium sized organisation</li><li>• Experience of multi-tasked projects</li></ul>	<ul style="list-style-type: none"><li>• Worked in a school or educational institution</li></ul>	<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Report writing skills</li><li>• Office organisational skills</li><li>• Diary management skills</li><li>• Knowledge of filing systems</li><li>• Good communication skills, written and oral</li><li>• Production of notes and minutes from meetings</li><li>• Ability to work in a team and on own initiative</li><li>• Good people handling skills</li></ul>		<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Competent in Microsoft office applications</li> <li>• Experience of working with databases/content and/or information management system</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Professional references</li> </ul>
<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• Commitment to high standards of service</li> <li>• Attention to detail</li> <li>• Enthusiasm for role</li> <li>• Tact and diplomacy</li> <li>• Able to work under pressure/meet deadlines</li> <li>• Tidy approach to work</li> <li>• Adaptable/flexible</li> <li>• Smart appearance</li> <li>• Numerate</li> <li>• Confidentiality</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>