

Administrative Assistant Job Description

Name:

Responsible To: School Office Manager

Pay: Grade 2

Location: School Office

1. Job Purpose

- 1.1. To work with the Office Manager to administer and maintain financial and administrative systems which will support and enable the school to deliver and sustain educational excellence

2. Job Role

- 2.1. Act as the school's central point of communication and information by working with other office staff to maintain and operate an efficient and welcoming school office.
- 2.2. Operate the school's administrative systems to provide the best possible support service to teaching staff, pupils, parents / carers and the wider school community.

3. Duties

Reception

- 3.1. Answer the telephone, receive visitors, deal with routine queries, and refer non-routine matters to either the Office Manager or Headteacher as appropriate.
- 3.2. Ensure that all visitors to the school have shown appropriate identification, signed in the visitors book and are issued with a visitors badge.
 - 3.2.1. Maintain staff and pupil safety by ensuring that all visitors are escorted when they enter the school, unless they have had the appropriate safeguarding checks. In the event of doubt, refer to the Office Manager or Headteacher.

Communication

- 3.3. Incoming mail: Prioritise and action routine correspondence.
 - 3.3.1. Forward non-routine and/or correspondence marked 'private and confidential' to the addressee.
- 3.4. Outgoing mail: Send all other mail as required, using appropriate postage to minimise costs.
- 3.5. Give assistance in monitoring the school email account throughout the working day
 - 3.5.1. Respond to emails as appropriate
 - 3.5.2. Forward emails to the appropriate addressee
 - 3.5.3. Action emails requesting information from the Trust or stakeholders and file emails in an agreed filing system within the email account. In the event of doubt, refer to the Office Manager or Head.
- 3.6. Make and receive telephone calls as appropriate
 - 3.6.1. Record and pass on messages to school staff.
- 3.7. Act as point of contact for relaying messages or other information. This could also include dealing with sick pupils and arranging for parents to collect them.
- 3.8. Ensure that communications to parents are dispatched on a timely basis.

Administration



- 3.9. Undertake a range of clerical and administrative tasks, including photocopying, school calendar, contact lists, reports and filing as requested by the Office Manager, Headteacher and other members of the teaching staff.
- 3.10. Prioritise tasks to ensure that deadlines are met and refer to the Office Manager where necessary e.g. at times where workload is at a peak.
- 3.11. Undertake a range of pupil related administrative tasks as required in accordance with published and/or agreed deadlines, using the systems and forms required, such as attendance data, admissions processes and pupil contact details
- 3.12. Assist in maintaining and processing other school systems, such as the completion of returns for finance, and HR
- 3.13. Assist with provision of information for school stakeholders, the Governors, Staff, parents, DfE, LA, Trust and other external agencies as requested and in accordance with agreed deadlines.
- 3.14. Complete and process systems for school meals.
- 3.15. Assist in the preparation of school activities e.g. arrangements for educational visits.
 - 3.15.1. Act as the point of contact and information for staff and parents whenever a party of pupils is absent from school on a trip or visit. Provide staff with up to date contact and medical lists, for all educational visits.

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

4. General

- 4.1 Actively contribute to and promote the overall ethos / work aims of the School and the wider MAT
- 4.2 Participate in training and other learning activities and performance development as required.
- 4.3 Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- 4.4 Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- 4.5 Remain calm and responsible when dealing with sick / unwell pupils and their families, and take the necessary steps to ensure pupil safety and wellbeing
- 4.5 Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- 4.6 Undertake any other reasonable tasks and responsibilities as requested by the Headteacher, senior school staff, and the Central MAT team, which fall within the scope of the post.
- 4.7 Be an ambassador for the Tilian Partnership

5. Safeguarding

- 5.1. The school is committed to safeguarding and promoting the welfare of children and young persons at all times. The Teacher will be responsible for promoting and safeguarding the welfare of all children on the [insert school], or with whom he/she comes into contact, in accordance with the schools' Safeguarding policies.
- 5.2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- 5.3. The postholder is required to have read and understood Keeping Children Safe in Education Part 1

6. Data Protection (GDPR)

- 6.1. The postholder must comply with the Data Protection Act 1998 and the General Data Protection regulations 2016. In order to do this the postholder agrees to:
 - 6.1.1. Read, understand and follow the school policies regarding data protection

- 6.1.2. Ensure all personal information (staff, pupil or parent) held by the postholder is
- Required for the role (if it is not it must not be held)
 - Used for authorised purposes
 - When the information is no longer required, deleting (if in electronic form), shredding (if in paper form) or passing on to an appropriate agency (e.g. a new school) as agreed by the policies
 - Stored confidentially by ensuring
 - if the document is in paper form that the number of copies is known, only provided to those individuals authorised to see the information, and destroyed when no longer used
 - If the document is in electronic form and stored on a computer that this information can only be accessed by authorised personnel by using password protected login and/or the document is password protected. These passwords must remain confidential to authorised personnel only
 - If the document is in electronic form and stored on a memory stick (or other portable storage device) that the memory device is encrypted and/or the document is password protected. These passwords must remain confidential to authorised personnel only
- 6.1.3. Ensure that data information which the postholder is not authorised to view will not be accessed or attempt to be accessed