

<b>TITLE OF POST:</b>	<b>Lead Administrative Assistant</b>
<b>GRADE:</b>	<b>Scale 3 Point 5-6 24,294 - £26,304 per annum per annum (according to hours and experience)</b>
<b>HOURS:</b>	<b>7.45am – 4.15pm – with either 30 minutes or 1 hour unpaid break for lunch (total hours 37.5-40 hours a week) Term time only + 5 INSET days</b>
<b>PURPOSE OF POST:</b>	<ul style="list-style-type: none"><li>- <b>To provide a welcoming signing in process to the school</b></li><li>- <b>To support the efficient running of the school through administrative tasks</b></li></ul>
<b>DATE OF APPOINTMENT:</b>	<b>ASAP</b>
<b>LINE MANAGER:</b>	<b>PA to Head of School</b>

## **JOB DESCRIPTION**

### **1. Front of House**

- Operate a reception service that promotes a professional image of the school, including being responsible for the signing in and out/monitoring the entry of all persons/visitors to the school at the main entrance, checking DBS details where appropriate and ensuring required identification is issued to all visitors entering the school premises
- Greet all visitors in a warm and welcoming manner, dealing with enquiries in a helpful and informative manner and, where necessary, referring queries to the relevant person
- Manage the school's InVentry signing-in system, including liaising with relevant external support teams (InVentry; Trust ICT support) to help maintain the system
- Ensure a register is kept of pupils arriving or leaving the building outside of normal registration periods and update the school's InVentry system accordingly
- Answer incoming calls, transfer calls to relevant staff and take necessary messages, passing them on to the person concerned; ensuring any urgent messages are relayed to pupils and staff efficiently and in a confidential manner
- Manage the school's main email address and ensure messages are either replied to or forwarded to the appropriate person
- Deal quickly and calmly with any emergencies giving accurate information to senior managers/ emergency services

### **2. Administrative Duties:**

- Receive and distribute post and parcels in a timely manner, organise postage for outgoing post and ensuring these are taken to Post Office as required
- Sign in and check-off deliveries against delivery notes
- Provide cover for other staff within the admin team as necessary and as appropriate including Welfare Officer with first aid.
- Arrange for text messages to be sent to parent/carers from the Senior Leadership team
- Provide other general administrative support in the main office, as required, which may include: support with arranging trips, events and other activities, including booking transport, venues, letters to parents and collecting payments and return slips

- Collate and distribute newsletters, policy documents, worksheets, etc., as necessary
- Prepare letters and documents for senior and middle leaders
- Print all pupil reports for mid-term and end of term reports to parents
- Operate SIMS.net and maintain all central pupil records, both manual and computerised, ensuring compliance with the Data Protection Act
- Complete miscellaneous duties with regard to school concerts and functions, including sending out invitations, tickets and dealing with the sale of such to pupils, parents and visitors and music enrolment
- Be responsible for office, admin and uniform supplies, ensuring sufficient supplies and ordering when required
- Liaise with approved supply agencies to engage staff for short term absences where necessary
- Undertake appropriate safeguarding checks for any agency staff engaged
- Prepare and circulate the weekly Staff Bulletin, including collating messages from staff and liaising with Head and senior staff to confirm content.
- Prepare the weekly newsletter to parents in collaboration with the Senior Leadership Team
- Follow up with Year Leaders for news items for weekly and End of Term Newsletter, take photos of events and send to the Marketing Manager
- Dealing with all photocopier machines problems/errors and ordering supplies.

### **3. Attendance & Admissions Support**

Undertake a range of tasks related to monitoring and maintaining attendance. For example:

- Respond to parent requests for absence as directed by the Attendance Officer
- Providing management information as needed for assemblies, meetings, LA referrals, etc, including assisting the Attendance Officer with returns to the LA (Local Authority) and DfE (Dept of Education)
- Provide information for Attendance Certificates (and any other pupil certificates) and help organise pupil reward events
- Follow up unexplained student absences where no reason for absence has been given
- Process admissions forms, collecting and checking pupil files and redirecting them appropriately as required

### **4. Support for the School**

- Be aware of and comply with all policies and procedures relating to child protection, health & safety, confidentiality and data protection
- Along with other members of staff, take responsibility for promoting and safeguarding the welfare of the children and young persons he/she comes into contact with
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and professional development as required and participate in meetings as required
- Maintaining confidentiality about all aspects of the post

This is a broad outline of the main duties of the post. You may be required to undertake other tasks that are commensurate with the general level of responsibility and scope of the post, or as may be decided by the Head of School or other delegated persons of responsibility.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

**SELECTION CRITERIA****Qualifications**

- Numeracy and Literacy to minimum GCSE standard or equivalent
- *First Aid Certificate (desirable)*

**Skills**

- Confident user of Microsoft Office
- *Experience of using SIMs school management software (desirable – training can be given)*

**Experience**

- Previous experience of working in a reception or customer-facing environment
- Ability to deal with general administration in a neat and organised manner
- *Previous experience of working in a school (desirable)*

**Abilities, Skills and Knowledge**

- Ability to work effectively and respond well under pressure.
- Ability to provide a welcoming environment and friendly disposition to all visitors to the school.
- Ability to deal with difficult situations.
- Organised and efficient administrative skills.
- Excellent communication skills.
- Ability to use initiative and work as part of a team
- Ability to work in a discreet and sensitive manner