

Job Description

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| Department | Heygarth Primary School | Division | Education |
| Designation of Post | Level 3 Administration Assistant | Grade | Band C |
| Responsible to | Office Manager | | |
| Immediate Subordinates | None | | |

Job Purpose

To provide administrative and organisational services to the school under the management and guidance of senior staff. To provide a full range of finance administrative support to the school.

Key Tasks

1. Provide administrative, and organisational services to the school
2. Liaise with pupils, parents/carers
3. Liaise with other staff and external agencies
4. Analyse and evaluate data and information and run reports
5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
6. Organise meetings and take notes
7. Process forms, returns, etc., including those to outside agencies
8. Contribute to the planning and development of administrative procedures and systems.
9. Responsible for adherence to financial regulations and audit requirements.
10. Assist with pupil first aid / welfare duties, caring for sick pupils and liaising with parents (or guardians) / staff.
11. Sort and distribute incoming mail and prepare outgoing mail.
12. Assist in administration across various management information systems.
13. Maintain and collate pupil reports.
14. Provide general advice and guidance to staff, pupils and others, where appropriate.
15. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Be aware of and support difference and ensure equal opportunities for all.
17. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
18. Participate in training and other learning activities and performance development as required.
19. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries
2. Organise arrangements for school visits and events
3. Monitor pupil attendance and run reports
4. Undertake personnel administration, such as DBS checks
5. Monitor and manage a limited range of stock within an agreed budget

6. Assist with producing marketing and promotion material for the school
7. Undertake day-to-day supervision of more junior staff
8. Undertake administrative duties, such as reception, filing, and document preparation.

NOTE:

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

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Headteacher

Date