



## Administration Assistant Position

**Responsible to:** School Business Manager & Headteacher

### Job Purpose

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

To undertake specific finance support responsibilities to ensure the efficient and effective use of the school's budget.

### Key Tasks

1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment
2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)
3. Maintain manual and computerised records and management information systems.
4. Receive and record payments from pupils and parents / carers
5. Be responsible for hospitality arrangements for all external visitors.
6. Sort and distribute mail and send out-going mail.
7. To treat all information relating to pupils and school matters as strictly confidential and to refer all enquiries and concerns to the Headteacher.
8. To attend relevant professional development.
9. Plan, develop, organise and monitor support systems, and procedures
10. Contribute to the development of administration policies
11. Provide support, advice and guidance on administrative issues to senior staff, governing body and others
12. Liaise with other staff, pupils, parents/carers and external agencies
13. Develop and maintain recording and information systems, including personnel staff.
14. Undertake analysis and interpretation of data, and produce detailed reports and complex information
15. Operates bespoke school information management systems
16. Produce, and respond to, correspondence
17. Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries)
18. Work with the Head teacher / senior staff to prepare the annual budgets and undertake financial planning
19. Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team
20. Manage the financial management system
21. Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making
22. Responsible for producing annual and statutory returns
23. Manage procurement within the school, including contract management and compliance to contractual conditions
24. Prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends
25. Undertake complex administration procedures.
26. Complete and submit complex forms and returns including those for the DfES and LEA.
27. Undertake research and obtain information to inform decisions.
28. Assist with procurement, sponsorship and bidding matters.
29. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.





30. Be aware of and support equal opportunities for all.
31. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
32. Participate in training and other learning activities and performance development as required.
33. Recognise own strengths and areas of expertise and use these to advise and support others.
34. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
35. Responsible to safeguard and promote the welfare of children.

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

1. Deal with enquiries either by telephone or face-to-face and sign in visitors
2. First point of contact for sick pupils, liaise with parents / carers/staff
3. Assist with arrangements for school visits and events
4. Maintain stocks and supplies, selling and distributing as required
5. Provide administrative support for meetings and take notes at meetings
6. Undertake other support duties such as reception, dealing with correspondence, filing and word processing
7. Assist with school lettings.
8. Monitor service contracts, school licences and insurance
9. Contribute to marketing and promotion of the school
10. Coordinate, purchase, repair and maintenance of furniture and fittings.
11. Assist with funding/grant submissions
12. Deal with VAT returns and liabilities
13. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).

**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.

