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

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. Sort and distribute mail and send out-going mail.

6. To treat all information relating to pupils and school matters as **strictly confidential** and to refer all enquiries and concerns to the Headteacher.

7. To attend relevant professional development.

8. Plan, develop, organise and monitor support systems, and procedures

9. Contribute to the development of administration policies

10. Provide support, advice and guidance on administrative issues to senior staff, governing body and others

11. Liaise with other staff, pupils, parents/carers and external agencies

12. Develop and maintain recording and information systems, including personnel staff. 13. Undertake analysis and interpretation of data, and produce detailed reports and complex information

14. Operate bespoke school information management systems

15. Produce, and respond to, correspondence

16. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.

17. Participate in training and other learning activities and performance development as required.

18. Recognise own strengths and areas of expertise and use these to advise and support others.

19. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

20. Responsible to safeguard and promote the welfare of children. Individuals in this role may also undertake some or all of the following:

* Deal with enquiries either by telephone or face-to-face and sign in visitors
* First point of contact for sick pupils, liaise with parents / carers/staff
* Assist with arrangements for school visits and events
* Maintain stocks and supplies, selling and distributing as required
* Provide administrative support for meetings and take notes at meetings
* Undertake other support duties such as reception, dealing with correspondence, filing and word processing.

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