

**BRACKNELL FOREST COUNCIL****JOB DESCRIPTION**

Job Title: Admin Assistant	Section/Location:
School:	Grade/Salary Range: BG-J (SCP 3-6)
A1	Working Pattern:

**JOB PURPOSE**

Under the direction/instruction of the Administrative Officer/ Headteacher/School Secretary/Business Manager to provide routine general clerical/administrative and financial support.

**DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE**

The Admin Assistant will report to the Office Manager & School Business Manager who in turn report to the Head Teacher.

**MAIN DUTIES AND RESPONSIBILITIES**

- Provide reception service, deal with routine enquiries and sign in school visitors.
- Provide routine clerical support e.g. photocopying, filing, e-mailing, and the completion and processing of routine forms.
- Assist with pupil first aid and welfare duties including looking after sick pupils and liaising with parents and staff.
- Assist with the collection of monies and undertake routine financial administration
- Undertake word-processing and other ICT based tasks including finance systems.
- Initiate standard letters and forms
- Provide administrative assistance to the Headteacher, Administrative Officer and other senior staff as required.
- Maintain manual and computerised record/information systems, including input and collation of information for SIMS.
- Maintain pupil records and filing systems.
- Sort and distribute post.
- Undertake routine administrative tasks e.g. registers/school meals. Assist with pupil absence management.
- Replenish stationery supplies and ensure orderly storage.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Place and process orders
- Check incoming stock deliveries and arrange for distribution and storage
- Maintain records of free school meals and undertake related financial administration of them, such as catering returns

Unrestricted

- Enter income and expenditure on the finance system.
- Update the school website as directed by all stakeholders including governors
- Monitor and update the schools social media pages
- Lead the schools marketing strategy.
  
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

**SCOPE OF JOB (Budgetary/Resource Control, Impact)**

No budget or staffing responsibility

The post holder is responsible for ensuring the school child protection policy is adhered to and concerns raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL  
PERSON SPECIFICATION**

Job Title: Admin Assistant	Section:
School:	Grade/Salary Range: BG-J (SCP 3-6)

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications And Training</b>	<p>Knowledge of implementing a range of administrative/financial procedures, including use of relevant ICT packages and systems.</p> <p>Knowledge and skills equivalent to national qualifications level 2.</p>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of general administrative work in a small team setting.</p> <p>Good understanding of and ability to use relevant equipment e.g., computer, photocopier, fax machine.</p> <p>Knowledge of basic first aid.</p> <p>Able to follow administrative procedures, understand and follow instructions.</p> <p>Able to work with IT based finance systems.</p> <p>Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>SIMS Experience</p> <p>Experience of working in a school/learning environment</p>

Unrestricted

<b>Work-related Personal Requirements</b>	Committed to equality of opportunity  Ability to maintain strict confidentiality of information received and processed as part of the job role	
<b>Other Work Requirements</b>	Participate in training and development opportunities  Suitability to work with children.	