



*Job description: School Administration Assistant*

## **Job details**

**Salary: Grade 3 - £12.45-£12.85 per hour**

**Hours: 35 hours per week**

**Contract type: Term Time Only working 38 weeks per year**

**Reporting to: Office Manager/ Headteacher**

## **Main purpose**

The administration assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and Catholic ethos of the school in all interactions.

## **Duties and responsibilities**

### **General administration**

- › Maintain, as part of a team, the school office in order to provide an efficient and effective service
- › Update manual and computerised record/information systems
- › Update and maintain the school calendar
- › Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- › Manage and organise completed forms from parents and carers
- › Report any issues with the school's IT systems
- › Organise and distribute incoming and outgoing post
- › Provide administrative support to staff as needed
- › Book training courses for all staff as required
- › Order, monitor and manage stock as required, ensuring best value following the school's purchasing processes
- › Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- › Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

- › Maintain the school asset system; maintain an accurate up-to-date inventory of school equipment and property and undertake an annual school equipment inventory
- › Arrange reactive work required on site as instructed by the Site Manager and/or school staff

## **Attendance administration**

- › Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- › Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

## **Reception**

- › Act as the first point of contact for parents/carers and visitors arriving at the school
- › Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- › Seek support from other colleagues where necessary to respond to complex enquiries
- › Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- › Assist staff and pupils with the information and support they need

## **Safeguarding**

- › Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- › Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- › Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures

## **Written communication**

- › Write and send email responses that are professional and uphold the school's vision and values
- › Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders

## **Finance**

- › Enter data into the school's finance/payment systems and produce reports as necessary
- › Collect, record and issue receipts for payments from parents and carers
- › Carry out financial administration in line with the school's procedures

## **Other areas of responsibility**

- › Read and follow the relevant school policies
- › Undertake training, where required, to develop in the role
- › Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- › Contribute to the safety of children and young people and protect them from harm