



Job Description

Job Title	Admin Assistant
Remuneration	Grade 2 FTE £25,776 (pro rata to £21,716) per annum
Responsible to	Headteacher Office Manager
Hours	Term time only including 5 Inset days: 35 hours a week Monday to Friday 8.30am to 4.30pm, including 1 hour unpaid lunch.
Start date	April 2023

Job Summary

The Admin Assistant will work alongside the office team providing comprehensive administrative support to the school and act as a central supporting role for staff, students and parents. The successful candidate will be responsible for resolving queries from parents, children, and members of the public both in person and over the phone, in line with our strict safeguarding procedures and in a professional manner. This is a varied role that requires a strong team player who is flexible and highly organised. Additionally, you will be given the opportunity to learn all aspects of the school office whilst developing your knowledge and skills. It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach. You will also assist with general day to day admin tasks which therefore require a good level of IT skills.

As a member of the school office, the role will involve delivering first aid to children (training provided), as well as answer and respond to phone calls and welcome visitors to the school.

Key Responsibilities

- Populate, maintain, and update administration calendars and timelines, ensuring deadlines are met;
- Maintain pupil data on MIS with the correct and most up to date information, as well as providing dietary and medical information where needed;
- Assist with pupil first aid and welfare duties, look after sick pupils, liaise with parents/staff etc;
- Sorting out of incoming and outgoing post and deliveries and distributing promptly;
- Efficiently maintain filing and databases ensuring accuracy and full compliance with GDPR and in line with our Data Retention Policy;
- Establish and maintain efficient administrative systems and processes to support the effective running of the school, including updating and maintaining relevant handbooks and guides, ensuring effective and consistent guidance and information is delivered;
- Respond to correspondence, e.g. acknowledgements, requests for information as required;
- Provide comprehensive administration support for attendance, admissions, finance, biometrics, immunisations, post, student photos, reprographics, stock and supplies, lost property, SEN, events, and trips as required;
- Populating, maintaining and distributing the schools weekly newsletter;
- Assisting with miscellaneous tasks that fall to the school office from the Senior Leadership Team, such as sending out parent communications;
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy, whilst maintaining confidentiality at all times;
- Responsible for editing and updating the school's website and social media page

- Provide general clerical and administrative support for the school e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, producing letters, reprographics.

Additional Responsibilities

- To undertake any reasonable request from the Headteacher, Office Manager and other members of the Senior Leadership Team;
- Commitment to the safeguarding and welfare of all pupils;
- Contribute to the overall ethos/work/aims of the school;
- To be aware of and comply with school policy and procedures;
- From time to time the school office may be required to work beyond usual hours, for example during parents’ evening – flexibility is required by office staff to help accommodate the smooth running of these events and administration of the school.
- ❖ The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- ❖ Because this post involves working in a child-centred environment, candidates are required to comply with the school's procedures in relation to Keeping Children Safe in Education (2022). Successful candidates will be required to undergo an enhanced DBS check prior to confirmation of their appointment.

Person Specification

	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • GCSE level (Grade C or above) in English and Maths • Right to work in the UK 	<ul style="list-style-type: none"> • Degree and/or additional qualifications
Experience	<ul style="list-style-type: none"> • General clerical and administrative work experience 	<ul style="list-style-type: none"> • Experience of data entry into databases and other IT system • Demonstrable experience of working in a school office environment
Knowledge, understanding, skills and abilities	<ul style="list-style-type: none"> • Excellent ICT skills (word, excel) • Excellent numeracy / literacy skills • Excellent interpersonal and communication skills (oral and written) • Experience of development, management and operation of administrative systems • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to work effectively with and command the confidence and respect of colleagues / parents / outside agencies 	<ul style="list-style-type: none"> • Effective use of specialist ICT packages e.g. SIMS, FSM • An understanding of the role of parents/carers and the community in school improvement and how this can be promoted and developed • Working knowledge of relevant policies / codes of practice / legislation

Personal Qualities	<ul style="list-style-type: none">• Effective interpersonal skills• Evidence of good organisational skills• Self-motivated and hard working• A commitment to promoting the welfare and safeguarding of children• A commitment to promoting the welfare and safeguarding of children• Calm, patient and an appreciation of a sense of humour• An enthusiastic and positive outlook and the capacity to work hard under pressure• Team player, flexible, listens and is prepared to seek advice and support	
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Safeguarding

Albemarle is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Application Process

Please click 'Apply' to begin your application via the TES application portal. Applications should reach the school no later than Friday 31st March 2023, 23:59.

Interviews will take place as and when suitable applications are received, so early applications are encouraged.