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## **Administrative Assistant**

### **Job Description and Personal Specification**

West Hill Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### **Job details**

**Job title:** Administrative Assistant

**Salary:** Scale 2, Spinal Point 4

**Hours:** 15hrs a week - Monday to Friday 9.00am to 12.00pm

**Contract type:** Permanent

**Reporting to:** School Business Manager

The Administrative Assistant will support the School Business Manager in providing strategic vision and leadership so West Hill Primary School can deliver its aims and priorities, ensuring services are delivered effectively, efficiently and in line with probity and the organisation's governance requirements.

#### **Main purpose**

To provide support to the Head Teacher, School Business Manager and all staff to ensure the smooth running of the school.

#### **Duties and responsibilities**

##### Communications:

- Responsible for updating the school website to ensure all statutory requirements are fulfilled, that news and events are up to date and the content reflects the latest school practice
- Responsible for school social media accounts
- Preparing marketing material and implementing the school's marketing objectives
- Compiling the monthly school newsletter including content from other staff members and confirming that photo consents are in place for anyone in the pictures
- Act as an office contact, assisting children, staff and parents with queries and providing general reception duties as required including emails and texts to parents using EduSpot
- Produce and analyse parent and pupil surveys
- Design and produce posters for school
- Ensuring the school has a comprehensive list of policies and their end dates, chasing responsible staff if these dates are due
- Annual Risk Assessment reviews
- Making updates to policies that do not need specific knowledge of the policy subject
- Act as the main school contact for a variety of outside agencies

#### GDPR:

- Ensure that all school processes adhere to GDPR Regulations
- Liaise with the DPO to ensure good practice
- Update the Data Audit Log and Privacy Notices as required to ensure they are up to date
- Ensure all pupils have photography consent forms and that any communications involving photographs adhere to the permissions given

#### Attendance:

- Produce attendance data for weekly monitoring meeting with the Headteacher to decide on follow up actions with parents
- Daily monitoring of pupil attendance, following up with parents as required to ensure attendance records are full and accurate
- Produce analysis using SIMs and national data to track the school's attendance performance and persistent absence rate
- Communicate with the Education Welfare Officer when appropriate to take action on poor attendance
- Produce letters for parents on a termly basis depending on attendance performance
- Compare school attendance with local and national data

#### Assessment Reporting:

- Produce pupil attainment and progress data from the assessment software
- Keep up to date records of national local and school performance in statutory tests
- Ensuring DfE and Wandsworth deadlines are met for statutory data returns for the summer testing period, uploading results through MIS (SIMs)

#### Educational Visits Coordinator:

- Undertake Educational Visits Coordinator training to be able to advise teaching staff of statutory processes and guidance when planning and carrying out a school trip
- Check all risk assessments to ensure they have the correct and full information needed
- Monitor that all information is provided to the school office at the right time to ensure the smooth running of the administration of a school trip
- Organise the annual Year 6 residential trip, communicating with provider, parents and the Headteacher to arrange payments, meetings and structure

#### Medical:

- Liaise with parents to ensure that all relevant medical information is obtained for a pupil
- Update records (digital and hard copies) to reflect a pupil's medical needs
- Ensure any medicine or equipment is in date and chase parents if replacements are needed
- Ensure the medical cupboard is organised so that each pupil's medicine is easily identifiable and easy to access
- Ensure medical forms are completed by parents when required

#### Other Duties and Responsibilities

- To share responsibility for the welfare of children and to report any concerns to the Designated Safeguarding Lead (in accordance with Keeping Children Safe in Education)
- Assist with pupil welfare duties, looking after sick pupils, liaising with parents, staff etc

- To assist the front office staff with in person queries, phone calls and reception duties
- To assist the School Business Manager in maintaining and updating various administration systems in use (e.g. SIMS, FMS)

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administrative Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role.

### Administrative Assistant Person specification

CRITERIA	ESSENTIAL AND DESIRABLE QUALITIES
<b>Qualifications and Experience</b>	Educated to at least A level with GCSE (or equivalent) in Maths and English Excellent written and oral communication skills Relevant work in a similar context e.g. education social care, or industry Working knowledge of systems and software appropriate to school office. (SIMS, FMS, Admissions experience) Ability to work effectively as part of a team Proven track record of working well under pressure, using own initiative, organising time and prioritising tasks
<b>Skills and knowledge</b>	Knowledge and understanding of relevant legislation (e.g. employment, health and safety, equal opportunities) Fluency in the use of IT based management information systems (FMS, SIMS.net, Excel, and Microsoft systems) Has well developed interpersonal skills working with individuals and a team Able to negotiate consult and make effective decisions Has excellent organisation, planning and analytical skills Able to demonstrate a high level of communication skills orally and in writing Able to devolve responsibilities, delegate tasks and monitor outcomes Experience of organising meetings, minuting and follow up Experience of providing administrative support
<b>Personal qualities</b>	A desire to make a difference to the lives of children Resilience, energy enthusiasm and creativity Supportive of the ethos of the school Approachable, courteous and present a positive image of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

#### Notes:

This job description and person specification can be amended at any time in consultation with the post holder.

**Last review date:** 10<sup>th</sup> October 2023

**Next review date:** October 2024

**Head teacher's signature:**

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**Date:**

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**Post holder's signature:**

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**Date:**

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## **Selection Process Details**

### Viewings

- Visits to West Hill Primary are welcomed and encouraged for anyone considering applying for this post.
- Viewings will be held on Monday 6<sup>th</sup> November 2023
- To book in a visit please contact [info@westhill.wandsworth.sch.uk](mailto:info@westhill.wandsworth.sch.uk)

### Application deadline

- Completed application forms to be submitted by 9.00am, Monday 13<sup>th</sup> November 2023.

### Completing your application

- Applicants are asked to read the details carefully, especially the Job Description and Person Specification.
- Please address the Job Description and Person Specification criteria, in the order stated, completing no more than two sides of A4.
- Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.
- Please email your completed application and supporting statement to [tahira.khan@westhill.wandsworth.sch.uk](mailto:tahira.khan@westhill.wandsworth.sch.uk)
- CV's will not be accepted.
- Successful candidates will be notified shortly after the application deadline.

### Selection process

- The selection process may have a combination of tasks, activities and interview.
- Further details will be provided to the candidates shortlisted for interview.
- Interviews and selection tasks will be held on week commencing 20<sup>th</sup> November 2023

### References

- Candidates are advised that references may be taken up immediately after shortlisting.
- Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set.

West Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share its commitment. Appointment to this post will be subject to pre-employment checks, including an online search and enhanced DBS check.