



WISE
ACADEMIES
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Job Description

JOB TITLE	Administrative Assistant
GRADE	SCP 5 - 6
RESPONSIBLE TO	Office Manager
MAIN PURPOSE OF THE JOB	To provide routine general, clerical, administrative and financial support to the academy.
HOURS & CONDITIONS OF SERVICE:	In accordance with 'Green Book' conditions of service.

CORE PURPOSE

- To provide administrative and financial support to the Academy.

KEY RESPONSIBILITIES

Organisation

1. Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors
2. Deal with complex reception/visitor etc. matters
3. Deal with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
4. Assist in arrangements for school trips, events etc

Administration

1. Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
2. Maintain manual and computerised records/management information systems
3. Produce lists/information/data as required e.g. pupils' data, attendance
4. Undertake typing and word-processing and other IT based tasks
5. Undertake ICT tasks within the LA approved IT systems e.g. SIMS, as directed.
6. Take notes at meetings and prepare minutes e.g. EWO
7. Sort and distribute mail

8. Undertake administrative procedures e.g. staff, pupil sickness records, holiday requests, supply, overtime forms, home –school agreement, nursery and reception admissions applying intake criteria.
9. Maintain and collate pupil reports
10. Undertake routine administration of school lettings and other uses of school premises

Resources

1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS)
2. Maintain stock and supplies, cataloguing and distributing as required
3. Operate and record dinner money and all other school sales e. g. concert tickets, etc (all operations to be carried out in line with current LA Financial Regulations). Liaise with kitchen staff.
4. Provide general advice and guidance to staff, pupils and others
5. Undertake general financial administration e.g. procurement and processing orders milk/fruit; submit monthly supply insurance claims
6. Managing School Fund Account including ordering goods, payment of invoices, balancing and banking of incoming monies and maintaining accurate records for annual external audit

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Such other responsibilities allocated which are appropriate to the grade of the post

Important Notes: –

This is a term-time only position. No additional leave will normally be granted during school term time.

This is a part-time post. Working days will be determined by the Headteacher subject to the exigencies of the academy operation. The employee is expected to comply with such direction and be flexible in their approach to the required working pattern.

Participation in relevant training and development will be required from time to time as required by the academy.

This job description is subject to annual review or wherever necessary to reflect changes in the role.