**Job Description**

**Job title:** Administration Assistant – Level 3

**Grade:** N4 – Job Evaluation A1017

**Responsible to:** The School Business Manager

**Responsible for:** N/A

**Supervisory responsibility:** None

# Main purpose of the job

Supporting the school in attaining its aims and objectives by providing a high quality of administrative and other support to the School Business Manager.

###### Duties and responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Whole School Administration**

* Be the welcoming face of Ravenswood Primary School and the first point of contact for parents, pupils, staff, governors and external visitors.
* Maintain good practice in relation to the provision of an efficient and effective service by managing the front of house and delivering general administrative support across the school.
* Respond to incoming communication, including in person queries, telephone calls, and emails, etc. or distribute to relevant staff as appropriate.
* Prepare and distribute outgoing communication including letters, forms, texts and emails to parents, updating content on the school website.
* Monitor the school diary, and provide hospitality for meetings and training.
* Operate the school management information system, keeping pupil records up to date, including attendance, contact details, free school meal eligibility, SEN status etc.
* Assist in the administration of the school photographer.
* Assist in the administration of parents evening appointments.
* Liaise with professional staff, e.g. psychologists, social workers, education welfare offices, school health etc. to arrange meetings and to pass on / receive information as appropriate.
* Assist in the management of the school site, buildings, IT equipment and furniture and fittings by maintaining a healthy, safe and secure environment.

**Financial Management**

* Contribution to the monitoring and maintenance of the school budget ensuring compliance with the financial management standard in schools.
* Preparation and dispatch of orders, receipts for deliveries, processing of invoices for payment on a timely basis and being the first point of contact for any invoicing queries with suppliers.
* Monitor internal budgets and produce reports for budget holders.
* Maintain accounts relating to other funds including school fund, petty cash and purchasing card.
* Maintain the school’s asset register.

**General**

* Provide general care and welfare by responding appropriately to pupils in accordance with the school’s policy and procedures.
* Maintain good relationships with staff, parents, governors, contractors and external agencies in order to promote the objectives of the school.
* Carry out other duties as directed by the School Business Manager and Leadership Team commensurate with the general level of responsibility of the post.
* Promote and implement the School’s Equality Policy in all aspects of employment and service delivery.

**Safeguarding children and Safer recruitment**

Ravenswood Primary School is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment. All appointments will be subject to an enhanced Disclosure and Barring service check (with a children’s barred list check).

**Person Specification**

**Skills, Knowledge and Aptitudes**

a) Ability to promote the school’s vision and aims positively

b) Good at establishing and developing appropriate relationships with all stakeholders

c) Understanding of priorities in respect of working within a school environment

d) A good level of competency in the use of office-based ICT programmes

e) Ability to effectively prioritise workloads in an environment with conflicting demands

f) Be able to demonstrate a team-centred approach to work and have the ability to motivate a team

g) Excellent time management and organisational skills

h) Be able to work under pressure and meet deadlines with a high level of accuracy

i) Be committed to the best possible outcomes for pupils, the team and the school

j) Understanding of the statutory requirement of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion

k) Ability to take initiative and make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office

l) Commitment to personal professional development

**Qualifications**

a) GCSE grade C in Maths and English or equivalent

b) Excellent communication skills, both verbal and written

c) Desirable to have knowledge of SIMS or other Management Information systems

**Experience**

a) Prior experience of working in an office environment

b) Experience of dealing with sensitive and confidential information

c) Experience of using management information systems as well as having working knowledge of Microsoft programmes including Excel and Word

d) Desirable to have experience of working in a school setting

**Disposition**

a) Enthusiastic and confident to command respect from pupils and other staff

b) Ability to work successfully both independently and as part of a team

c) Welcoming of change and ability to respond to it with a flexible approach

d) Calm and patient

e) Approachable and empathetic

f) Discreet, tactful and understand the need for confidentiality

g) Smart of appearance

h) Commitment to equal opportunities and anti-discriminatory practices

**Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed

a) Enhanced Certificate from the Disclosure Barring Service

b) Additional criminal record checks if applicant has lived outside the UK

c) List 99 check

d) Medical clearance

e) Two references from current and previous employers (or education establishment if applicant not in employment)

f) A good attendance and punctuality record