

# Job Description: Administration Assistant

## Job Purpose

Work as part of the Administration Team providing an efficient, courteous and effective administration service to the school.

**Grade:** ConNEct Grade 2  
**Base:** Wellfield School  
**Responsible to:** Senior Administration Officer

## Main Responsibilities

Responsible for covering school reception desk (shared with team).

As front of house, ensure all visitors entering the school are warmly welcomed and signed in following the visitors and safeguarding procedures.

Deal with student queries and requests including selling items of uniform.

Respond to all telephone calls and enquiries efficiently and in a polite and professional manner

Relay information received to appropriate staff and students in a timely manner, ensuring details are accurate including via the radio.

Establish effective working relationships with staff, students and external professional bodies.

Ability to operate various data systems; provide reports as required on, for example, student attendance, behaviour etc.

Administer medication to students as per their care plans. Ensure appropriate paperwork is completed and effective communication in place with parents, school nurse etc.

Arrange meetings as required

Sort incoming post into appropriate post trays and frank outgoing post

Sign on receipt for deliveries to the school and arrange for distribution

Raise purchase orders as and when requested

Arrange catering as required and book meeting rooms on booking system

Reprographics and filing duties as required

Support with whole school admin including various tasks, events and any ad hoc requirements needed

Create and maintain good working relationships with all members of the school community

Set an example to students in work ethic, conduct, dress code, punctuality and attendance

Recognise own strengths and areas of expertise and use these to advise and support others

Show a duty of care and take appropriate action to comply with Health and Safety requirements at all times

Demonstrate and promote commitment to Equal Opportunities

*Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job*

## Person Specification

| Criteria                        | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                       | Method of Assessment                    |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------|
| Qualifications and training     | Level 3 qualification (i.e. NVQ, A Level) in relevant discipline, e.g. Business Administration<br><br>OR equivalent experience<br><br>Willingness to participate in training and development opportunities                                                                                                                                                                                                                                                |                                                                                 | Application form                        |
| Experience                      | Experience of development, management and operation of administrative systems                                                                                                                                                                                                                                                                                                                                                                             | Experience of working in a school environment                                   | Application form, Interview             |
| Professional Skills & Knowledge | Good numeracy/literacy skills<br><br>Effective use of ICT and other specialist equipment/resources<br><br>Working knowledge of ARBOR & Classcharts including reporting<br><br>Ability to relate well to children and adults<br><br>Aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person<br><br>Excellent communication skills | Appropriate knowledge of First Aid<br><br>Analytical and problem-solving skills | Application form, Interview/Assessment, |

|                     |                                                                                                                                                                                                                          |  |                                                       |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------|
|                     | <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> |  |                                                       |
| Personal attributes | <p>Friendly and approachable manner</p> <p>Self-motivated</p> <p>Flexible with a 'can do attitude'</p> <p>Professional approach</p> <p>High professional and personal standards in both work and conduct</p>             |  | <p>Application form,</p> <p>Interview/Assessment,</p> |