

School Administrative Assistant Job Description

| Grade | Job Title | Capsule job profile | Competencies | Qualifications, Training and Development |
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| D | Level 1 | <p>To provide routine general day to day clerical and administrative support as a member of the school's office support team, as directed and under the supervision of to the Headteacher in one (or more) of the following areas;-</p> <ul style="list-style-type: none"> reception duties, including responding to all members of our school community i.e. children, parents, contractors, visitors and colleagues, either in person, or through telecoms or electronic systems such as email or other school web based systems providing first aid/ welfare duties maintain of a wide range of computerised and paper based records, reports and software packages, including storage and document/information retention and security organisation of meetings, including communication with appropriate parties and ensuring room and relevant facilities are available. | <ul style="list-style-type: none"> ✓ Good keyboard skills and experience ✓ Ability to understand and implement instructions. ✓ Able to accurately record routine numerical data, ✓ Excellent customer service skills ✓ Ability to relate well with children and adults. ✓ Ability to work as part of a team ✓ Ability to understand and relay orally straightforward messages and advice ✓ Ability to listen constructively, and suggest effective outcomes ✓ Ability to maintain very high levels of confidentiality ✓ Demonstrate a high level of understanding of the importance of Health & Safety and school's H&S and | <p>Good general education with GSCE qualifications in English and Mathematics</p> <p>Completion of training to obtain a Paediatric First Aid Certificate is an essential requirement of this role and must be reviewed regularly to ensure it remains current.</p> <p>Training and development will include:</p> <ul style="list-style-type: none"> School's accounts procedures SIMS system FMS system Other data software packages Data input on spreadsheets Safeguarding |

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| | | <ul style="list-style-type: none"> • drafting correspondence, such as newsletters, after school club details and a variety of communications with parents. • organisation of lunchtime cover and take the lead of Midday Supervisors for the full lunch period. Includes, checking for availability of play equipment and safety of it and lay areas. • operation, and routine maintenance of some equipment, including arranging for repairs and liaison with IT support and other providers. • organisation of termly parents' evenings. <p>FINANCIAL Routine financial responsibilities may include:</p> <ul style="list-style-type: none"> • placing orders for stationery and equipment • payment of invoices • receives, records and banks miscellaneous income received from lettings and other out of school use of school facilities, school fund, | <p>Safeguarding procedures</p> <ul style="list-style-type: none"> ✓ Ability to work to a high level of accuracy and presentation. ✓ Demonstrate through day-to-day actions and conduct, the school ethos and vision. <p>Experience in the following areas desirable:</p> <ul style="list-style-type: none"> ✓ SIMS ✓ FMS ✓ Teachers To Parents ✓ First Aid <ul style="list-style-type: none"> ✓ Ability to run simple, routine computerised financial reports. ✓ Ability to communicate effectively with suppliers, contractors, other staff and parents. ✓ Ability to work through set tasks carefully and accurately | |
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educational visits, PTA funds, dinner money, utilities accounts etc as advised

- assists in updating various school accounts,
- working with Teaching staff, organise and cost school trips, ensuring they are self-funding.
- maintain established systems to follow up outstanding monies in relation to trips, dinner monies or lettings.

SCHOOL SITE and PREMISES

- Under direction of the Headteacher maintains records and accounts relating to maintenance contracts and use of the school by outside organisations / groups.

HEALTH & SAFETY

Assists, with instruction, with routine updating of records of health & safety inspections and accident records e.g dates of events and actions taken etc.

GENERAL

May include, providing refreshment for visitors, relaying messages to class/other staff, supporting colleagues and the team to complete high priority tasks and other ad hoc

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| | duties which arise in this very busy school office. | |
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