**JOB DESCRIPTION & PERSON SPECIFICATION**

**Administration Assistant**

**Thorp Primary School**

**Grade 2 SCP 4– 6 (Salary will be pro-rata)**

**20 hours per week**

**Term Time only plus 1 day**

**Purpose of Post**

To provide general clerical, administrative, financial, and whole school organisational support.

**Reporting to**

Responsible to the Office Administrator & Headteacher.

None

**Main Areas of Responsibility**

**Administration**

* To undertake word processing, including letters, reports and schedules, and work which utilises other ICT packages, such as databases, spreadsheets, formatting presentations or research on the internet.
* To undertake basic stock taking, cataloguing and maintenance of resources and
* equipment, including controlled stationery and issue resources as required.
* To take notes/minutes of meetings, collating and distributing associated information as
* required.
* To assist in the arrangement and servicing of meetings or other school events, e.g.
* meetings with parents/carers or school trips. Examples of tasks include collation and
* distribution of paperwork, booking rooms or provision of refreshments.

**Data Management**

* To administer pupil admission and assessment data and using the MIS and produce basic reports as required.
* Collation of registers and the completion of various returns as required by Oldham Council, the Department for Education and associated agencies.
* To maintain manual and computerised filing systems, including pupil related documents/records, including class lists and ensure data can be efficiently retrieved when required.

**Finance & Human Resources**

* To undertake basic financial procedures. Examples of tasks are; petty cash, school trips, photographs, postage, telephone calls, school meals, and the accurate recording and balancing of such funds in liaison with the Trust’s Finance Team.
* To undertake routine tasks associated with payroll, such as inputting timesheets and
* ensuring correctly completed forms are sent to the payroll suppliers by their required
* deadlines.
* To operate uniform/snack or other school ‘shops’ within school, as required.
* To distribute school uniform to pupils in line with the Uniform Code in cases of non-
* compliance, and record accordingly, as required.

**Reception & Customer Service**

* Welcome visitors to the school, ensuring health and safety and safeguarding procedures
* are followed, such as signing in/out of a register, issuing badges/passes or escorting
* visitors as required.
* Assist and respond to routine enquires from staff, pupils and parents/carers, and where
* appropriate refer any issues to the relevant member of staff in line with school policy and
* procedures.
* Make arrangements for external visitors, for example, the school nurse, photographers,
* linked schools and parents/carers.

**General Clerical**

* To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing
* routine forms and display.
* Sorting and distributing of internal and external mail.
* To maintain stationery and consumables stock, as required.

**Welfare**

* To undertake pupil welfare duties, looking after sick pupils and staff including the

 administering of basic first aid and liaising with parents/staff in accordance with School

 Procedures.

**Standard Duties**

1. To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post. For example, occasional lunch-time duties when needed (on rare occasions)

**Safeguarding**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust’s Safeguarding/Child Protection policies.
* To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

**Culture**

* Responsible for Health & Safety, security, data protection and welfare of self and colleagues in accordance with The Oak Trust policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with The Oak Trust policy relating to the promotion of Equality, Diversity and Inclusivity.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown, but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The academy will endeavour to make any necessary reasonable adjustments for the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The Oak Trust are committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

**Administration Assistant - Person Specification**

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| --- | --- | --- |
|  | Essential or Desirable | Application/Interview |
| Qualifications |  |  |
| Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework |  | AF |
| Willingness to obtain basic first aid certificate as a minimum level. |  | AF / I |
| Experience |  |  |
| Experience of using SIMs platform |  | AF / I |
| Experience of using computer packages for word processing, spreadsheets, databases and e-mails |  | AF / I |
| Experience of undertaking a range of administration/clerical tasks, including basic financial tasks and handling cash |  | AF / I |
| Experience of undertaking reception duties and providing high levels of customer care to both pupils and members of the school community |  | AF / I |
| Experience of team-working to work effectively with others and meet deadlines and goals |  | AF / I |
| Experience of following instructions, procedures and policies |  | AF / I |
| Skills & Abilities  |  |  |
| Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone |  | AF / I |
| Written communication skills to word process documents, and take accurate messages and pass them on to others |  | AF / I |
| Problem solving skills to interpret information and situations to solve straightforward problems |  | AF / I |
| Organisational skills to prioritise work and complete tasks to deadlines in line with the role |  | AF / I |
| Knowledge |  |  |
| Understanding of data protection and the need to keep information confidential Understanding why safeguarding is important when working with children and young people |  | AF / I |
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| Work Circumstances |  |  |
| To work occasionally out of hours, work to support school functions |  | I |

**E = Essential D = Desirable A = Application I = Interview T = Test**

**NB. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**