**Exceed Academies Trust – Cottingley Village Primary School**

**Job Description**

**Post Title:** Administrative Assistant

**Pay Range/Grade:** Band 4-5 SCP3 – SCP6

**Reporting to:** Office Manager

**Line Management of:** N/A

**Core purpose:**

* To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration and financial support to the school.
* Responsible to the Office Manager/Headteacher from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Office Manager would be expected to liaise with senior team members to ensure continuation of essential services.

**Duties and responsibilities:**

**Effort Demands:**

* Will work under supervision and on occasion under own initiative, working to the priorities set by the Office Manager/Headteacher.
* To contribute to the overall ethos/work/aims of the school.
* Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
* Day to day decisions regarding the organisation of the working area/workload and school priorities.
* To participate in in-school training and other training programs as required, and maintain personal and professional development in order to meet the changing demands of the post.

**Responsibilities:**

**Organisation**

* Contribute to planning development and organisation of the support service / systems / procedures / policies, particularly finance related.
* Carry out reception and switchboard duties providing a high level of customer care
* Support the Administrator with new Reception intake
* Keep the Nursery waiting list updated and liaise with parents regarding home / school visits
* Liaise with Children’s Services / Parents regarding the Year 6 Transition
* Arrange meetings for parents and secondary school staff regarding Year 6 transition
* Make refreshments for Senior Management Team, visitors and meetings as required
* Provide pupil first aid/welfare duties staff, students and visitors, liaising with parents/staff etc.

**Administration**

* Collate and prepare data/information (attendance and behaviour) and produce reports/information/data/certificates on a daily, weekly, termly, annual and ad hoc basis as required
* Send letters to parents/carers as directed
* Undertake typing, word-processing and other IT based tasks, using mail-merge and printing labels as required
* Provide routine clerical support: faxing, typing, word-processing, texting parents, scanning and emailing etc.
* Reply to parents’ requests for information or queries in writing and by telephone
* Post – open incoming post, distribute post to pigeon holes, envelope and frank outgoing mail
* Support the Administrator with maintaining manual and computerised records / management information systems including SIMS/SAM/Dataplan data/ MyEd, Parentpay, Parent Mail.
* Keeping all staff updated with medical records, making sure information is accurate from parents and updating internal records according, reordering medication and checking medication for expiration.

**Resources:**

* Operate relevant equipment/ICT packages/information systems (e.g. MS Office, internet, intranet, SIMS, E-mail)
* Monitor stock and order office supplies within an agreed budget, cataloguing resources and undertaking audits as required
* Support the Deputy Headteacher with curriculum ordering, stock contract and allocation of classes
* Accurately maintain customer and supplier records using the School’s financial accounting systems (PSFinancial) within the agreed authorisation levels and ensuring appropriate division of responsibilities is observed
* Assist the Office Manager in day-to-day activities (eg. filing, archiving and assistance with periodic returns) and in the production of monthly management accounting information for the School accounts (eg. printing off VAT submittal, issuing cost centre budget reports)
* Co-ordinate all accounting transactions for the School, counting and receipting cash (Tuck Shop) and collecting money for water bottles and school trips from parents as required
* Support the Office Manager with petty cash transactions or via Parent Pay.
* Assisting with payroll administration – timesheets / absence returns etc.
* Assisting with financial reporting to budget holders and monitoring budgets
* Support with the management and collection of debts
* Manage uniform within the school – sales, stock control and ordering
* Provide advice and guidance to staff, pupils, parents/carers and others
* Provide cover for the part-time Administration Assistant and Administrator

**Range of decision making:**

* To make decisions within established working practices and procedures
* Has a good knowledge of techniques for solving problems within own role, following procedures where required.
* Considers the impact of others when prioritising and completing tasks.
* Knows own limits on decision making and when to refer to a higher authority.
* Makes decisions on informed judgements.
* The post holder will be expected to use good common sense and initiative in all matters relating to:
  + The conduct and behaviour of individuals, groups of pupils and whole classes.
  + Correct use and care of materials by individual and small groups of pupils.
  + The safety, mobility (if required) and hygiene and well-being of the pupils.

**Responsibilty for Assets, Materials, etc.:**

* General responsibility for the care of all equipment within the designated area of the school.
* Maintain the confidential nature of information relating to the school, its pupils, staff, parents and carers**.**

**Environmental Demands/Working Conditions:**

* Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
* Establish constructive relationships and communicate with other professionals to support the achievement and progress of pupils. Including but not limited to: Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Contractors, External Agencies.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
* This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
* Report all concerns to an appropriate person.

**Fluency Duty:**

* In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
* For this role the post holder is required to meet the Intermediate Threshold Level

**Intermediate Threshold Level:**

The post holder should demonstrate:

* They can express themselves fluently and spontaneously with minimal effort and,
* Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other Considerations:**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Designated Safeguarding Lead or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the development of a positive inclusive ethos in terms of behaviour and dress.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | * Minimum of GCSE English and Mathematics at grade C or above (or equivalent). | * NVQ2 (or equivalent) in a relevant discipline. * Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine, etc. |
| Knowledge, Skills and Experience | * Experience using Microsoft Office, Outlook, Excel, Word, other software packages, etc. * Knowledge of maintaining financial information systems. * Experience of working in an office environment. * Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. * Good literacy, numeracy, communication skills. * Be willing, courteous and able to work both using your own initiative and in a team. * Respect confidentiality. | * Have a neat and organised approach to work. |