




# Job Description



<b>JOB TITLE: ADMIN ASSISTANT</b>		<b>REPORTS TO:</b> School Business Manager
<b>AYJS Junior School</b>		<b>GRADE: 4</b>
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>	
	To provide an efficient and effective administrative support service in support of the Schools operations under the guidance and direction of the School Business Manager (SBM).	
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>	
	<ul style="list-style-type: none"> <li>- To be responsible for specific administrative functions and to monitor and develop existing processes and procedures.</li> <li>- Clerical support (filing/scanning/photocopying). Sort and distribute post. Taking bookings/hiring out facilities, this may include supporting extended school activities. Implement routine in-house administrative processes. Process requisitions, invoices, routine orders and payments. Arrange appointments. Minute meetings.</li> <li>- Collect, bank, balance and maintain accounts for monies. Manage a budget area. Produce purchase orders.</li> <li>- To answer incoming telephone calls, respond to requests for information and disseminate accurate messages.</li> <li>- To provide a front line reception service dealing with school visitors, parents &amp; students.</li> <li>- Access, maintain and use a range of school bases software packages in support of your work e.g. RM Integris, ParentPay, ParentHub, GSuite, School Cloud, Microsoft Sway</li> <li>- To produce standard and individual letters, documents and reports within set guidelines and timescales.</li> <li>- Produce pupil data ensuring GDPR guidelines are maintained. Responsibility for administration in relation to pupil admissions and leavers. Produce accurate returns for internal and external stakeholders.</li> <li>- Supervise the work of other staff including the provision of on the job training.</li> <li>- Support the management of trip budgets on a day to day basis, maintaining in-house finance systems.</li> <li>- Assist in the production of school prospectus (including content) under the direction of a senior colleague/Headteacher.</li> <li>- Assist with organizing school trips and special events. Provide advice and guidance to pupils, parents and staff. Assist the Headteacher in arranging supply cover.</li> <li>- Support the staff absence process.</li> <li>- Provide emergency first aid support.</li> </ul>	

3.	<p><b>CREATIVITY &amp; INNOVATION</b></p> <ul style="list-style-type: none"> <li>- Subject to supervision, established procedures, practices and routines.</li> <li>- Required to use own initiative to manage his/her own workload and deal with a range of issues as they arise.</li> <li>- Design and apply processes using IT systems to support the work of the team under the direction of the line manager.</li> <li>- Develop new ways of presenting information through ICT systems.</li> <li>- Creation of internal documentation.</li> <li>- Ability to give advice and seek information from pupils/parents.</li> </ul>
4.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>- Dealing with complex issues requiring diplomacy and tact to resolve.</li> <li>- Daily contact with staff, pupils, parents, Governors, visitors.</li> <li>- Contact with external stakeholders such as LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.</li> </ul>
5.	<p><b>DECISIONS – DISCRETION &amp; CONSEQUENCES</b></p> <ul style="list-style-type: none"> <li>- Management of personal day to day workload.</li> <li>- Working without close supervision but subject to established procedures, practices and routines.</li> <li>- Judgement when providing solutions to problems.</li> <li>- Use discretion when responding to enquiries ensuring no breach of confidentiality.</li> <li>- Make modifications and adjustments to practices.</li> <li>- Ensure that the administration which the jobholder undertakes has a positive impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and parents.</li> </ul>
6.	<p><b>RESOURCES – FINANCIAL &amp; EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>- Use of normal office equipment.</li> <li>- Responsible for the accurate handling and security of small sums of cash and cheques.</li> </ul>
7.	<p><b>WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS &amp; WORK CONTEXT</b></p> <ul style="list-style-type: none"> <li>- Required to work consistently in line with the strict deadlines set by the SBM.</li> <li>- The role is largely office bound but sometimes involves moving around the school premises.</li> <li>- Working in a normal office environment.</li> <li>- There may be a risk of abuse from some pupils/parents and a risk from contagious illness</li> </ul>

<b>8.</b>	<b>KNOWLEDGE &amp; SKILLS</b> <ul style="list-style-type: none"><li>- Computer literacy, numerate, proven administrative and organisational skills.</li><li>- A good understanding of a number of routine administrative work procedures.</li><li>- Experience in using various computer software packages in an admin. / clerical environment.</li><li>- Ability to input and report accurately on a range of data.</li><li>- Ability to communicate effectively at all levels.</li><li>- Ability to organise own work and that of others.</li><li>- Understanding of SEN and child protection issues.</li></ul>
<b>9.</b>	<b>POSITION OF JOB IN ORGANISATION STRUCTURE</b> <p style="text-align: center;">School Business Manager</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>ADMIN. ASSISTANT</b></p>