Job Description

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| **JOB TITLE: ADMIN ASSISTANT** | **REPORTS TO**: School Business Manager |
| **Based at MAT Primary Schools**  | **GRADE**: 4 |
| **1.** | **MAIN PURPOSE OF JOB**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). |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:*** To be responsible for specific administrative functions and to monitor and develop existing processes and procedures.
* 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.
* Collect, bank, balance and maintain accounts for monies. Manage a budget area. Produce purchase orders.
* To answer incoming telephone calls, respond to requests for information and disseminate accurate messages.
* To provide a front line reception service dealing with school visitors, parents & students.
* 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
* To produce standard and individual letters, documents and reports within set guidelines and timescales.
* 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.
* Supervise the work of other staff including the provision of on the job training.
* Support the management of trip budgets on a day to day basis, maintaining in- house finance systems.
* Assist in the production of school prospectus (including content) under the direction of a senior colleague/Headteacher.
* Assist with organizing school trips and special events. Provide advice and guidance to pupils, parents and staff. Assist the Headteacher in arranging supply cover.
* Support the staff absence process.
* Provide emergency first aid support.
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| **3.** | **CREATIVITY & INNOVATION*** Subject to supervision, established procedures, practices and routines.
* Required to use own initiative to manage his/her own workload and deal with a range of issues as they arise.
* Design and apply processes using IT systems to support the work of the team under the direction of the line manager.
* Develop new ways of presenting information through ICT systems.
* Creation of internal documentation.
* Ability to give advice and seek information from pupils/parents.
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| **4.** | **CONTACTS & RELATIONSHIPS*** Dealing with complex issues requiring diplomacy and tact to resolve.
* Daily contact with staff, pupils, parents, Governors, visitors.
* Contact with external stakeholders such as LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.
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| **5.** | **DECISIONS – DISCRETION & CONSEQUENCIES*** Management of personal day to day workload.
* Working without close supervision but subject to established procedures, practices and routines.
* Judgement when providing solutions to problems.
* Use discretion when responding to enquiries ensuring no breach of confidentiality.
* Make modifications and adjustments to practices.
* 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.
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| **6.** | **RESOURCES – FINANCIAL & EQUIPMENT*** Use of normal office equipment.
* Responsible for the accurate handling and security of small sums of cash and cheques.

**SUPERVISION / MANAGEMENT OF PEOPLE**Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work.Direct: - Potentially up to 5 staff |
| **7.** | **WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS & WORK CONTEXT*** Required to work consistently in line with the strict deadlines set by the SBM.
* The role is largely office bound but sometimes involves moving around the school premises.
* Working in a normal office environment.
* There may be a risk of abuse from some pupils/parents and a risk from contagious illness
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| **8.** | **KNOWLEDGE & SKILLS*** Computer literacy, numerate, proven administrative and organisational skills.
* A good understanding of a number of routine administrative work procedures.
* Experience in using various computer software packages in an admin. / clerical environment.
* Ability to input and report accurately on a range of data.
* Ability to communicate effectively at all levels.
* Ability to organise own work and that of others.
* Understanding of SEN and child protection issues.
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| **9.** | **POSITION OF JOB IN ORGANISATION STRUCTURE**School Business Manager**ADMIN. ASSISTANT** |