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. |
| **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. |
| **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. |
| **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. |
| **9.** | **POSITION OF JOB IN ORGANISATION STRUCTURE**  School Business Manager  **ADMIN. ASSISTANT** |