

Job Specification: Administrative Assistant

Responsible to: The Head teacher and School Business Manager

Salary : **Scale 3:5-6 (£26,193-£26,625 pa)**

Hours Part Time , Pro rata, 24 hours per week
Fixed Term-till July 2024(Maternity Cover)

1. Purpose of the Post

To support the School Business Manager in providing an effective and efficient general office. This will include some aspects of school administration (pupil) and providing a sympathetic front line contact service within a busy primary school.

To achieve this, the post-holder will liaise directly with the School Business Manager and Head teacher to ensure that the aims and objectives of the office are met to the required standards and to predetermined time-scales.

2. Main Duties and Responsibilities:

The post-holder will help to ensure the efficient running of a busy primary school administrative office. The duties will include:

- Dealing with front line enquiries from staff, pupils, parents and visitors whether in person or by telephone and to pass messages to the relevant staff;
- Liaise with kitchen staff on a daily basis with numbers for children's lunch.
- Drafting and typing/processing letters, reports and other documents, as required by the Head teacher, School Business Manager or Senior SLT;
- The use of computer aided administration within the school including Scholar Pack and Microsoft Office packages. This includes the input of pupil assessment and attendance data and retrieval when requested.
- Maintaining and ensuring the accuracy of pupil information, both computerised and manual. This includes the admission of new children in particular the nursery admissions in September and January; Lateness and attendance data for pupils, organisation school journey returns and monitoring of medicines supplied by children.
- Administration of recruitment processes e.g sending out application forms, requesting references, collating recruitment data etc
- Accepting, checking and labelling goods received.
- Distribution and occasionally creation of correspondence to parents, staff and governor

- First Aid for children
- Collating the TLL feedback on a half termly basis for all Teachers and emailing the feedback sheet to all Teachers
- Provision of new staff ID badges and Photos
- Design, organise and maintain a welcoming Reception area including notice boards
- Receive and provide Hospitality for guests
- General admin duties as required, for example, replacement of toners, re-crediting the franking machine, photocopying, faxing, etc
- To undertake other Administrative tasks such as collating reports, filing etc for the Headteacher, School Business Manager and as directed.
- Open and distribute incoming post
- Maintain an orderly office environment, ensuring the office is tidy and welcoming.

In the absence of the Clerical Officer and Admin Support they also

- Book supply staff when required, and transport for various school journeys
- Undertake any other duties commensurate with the grading of the post as directed by members of the Senior Leadership Team and Headteacher.

Section 3: Performance Management

Appraisal or review of performance

To actively participate in the school's performance management scheme ensuring performance targets are met within the agreed time scale

PERSON SPECIFICATION

Category	Job Requirements √=short listing criteria	E-essential D-desirable
Qualifications and Experience	√ GCSE Maths and English at A-C.(E) √'A' levels in English language or a relevant recognised qualification in administration or business study (D) √Proven experience in working with parents/carers and pupils, preferably in the context of a school setting(D) √experience of using a school Management Information System e g SIMS, RM Integris, ScholarPack (D)	
Skills and Understanding	√Ability to uphold confidentiality(E) √Able to manage own time, work under pressure and meet deadlines (E) √ Ability to use word, Excel and publisher programmes, including the use of the internet for retrieving and sending information (E) √Understanding of the need for team work; proven ability to work with professionals including teachers(E) √Ability to communicate effectively orally and in writing with parents, staff, pupils, other professionals and outside agencies. (E) √good interpersonal skill (E) Ability to speak Sylheti/Bengali (D)	

Attitudes	✓Ability to set an example in professional attitudes-characteristics of this are: <ul style="list-style-type: none"> · Team player who works well with others(E) · Pro-active, takes initiative(E) · Highest expectations of self and others (E) · Reflective (E) · Hardworking, committed, dedicated(E) · Adaptable and flexible(E) · an enthusiasm and willingness to undertake further training relevant to the post (E) ✓ Evidence of commitment to the Authority's and schools policies on equal opportunities. (E)
Qualities	✓Lifelong learner, self-developer (E) ✓Enthusiastic(E) ✓Energetic(E) ✓Clear, lively thinker(E) ✓Problem solver(E) ✓Sense of humour(E) ✓Highly organised (E) <ul style="list-style-type: none"> · Sensitive · Good listener

Osmani Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 which lists a number of occupations which are exempt from the provisions of the Act regarding 'spent' convictions.