



MANOR

MULTI ACADEMY TRUST

Manor Primary School
Job Description

Duties & Responsibilities of Administrative Assistant

JOB DESCRIPTION

Post Designation:	Administrative Assistant
Salary:	Grade 3/4 (16,123 - £20,138) pro rata dependant on experience.
Responsible to:	Head of School, School Business Manager, Office Manager
Hours:	25 hours a week term time only. 8.30 a.m. - 1.30 p.m. Monday to Friday

KEY ACCOUNTABILITIES

To operate a Reception & Administrative Service that promotes a professional image of the School. To deliver administrative and general office services and provide information and support in an educational establishment setting.

Reception duties

- To be a point of contact for all visitors to the school.
- Ensure all visitors follow the signing in procedures and are provided with relevant health and safety information

- Maintain the Entry-sign system for staff and visitors, ensuring authorised visitors are entered. Submit order for labels when needed.
- Always provide a pleasant and efficient reception service
- Deal with all enquiries in a professional, pleasant and courteous manner
- Keep reception areas welcoming, tidy and up to date
- To answer the telephones promptly, courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- Ensure pupils are signed in/out appropriately when attending/returning from appointments

Administration

- Respond to enquiries from staff, pupils, parents and visitors in an efficient manner
- Provide requested information in a timely and efficient manner
- Be proficient in the use of SIMS to accurately record and maintain data held in SIMS, including;

Amend changes to personal details of pupils, including addresses, telephone numbers, medical and dietary procedures

Producing reports from SIMS

update hard-copy versions of pupil's personal and emergency information

- Ensure the database for texting parents/staff is up to date
- Send text messages to parents as and when requested
- Support the induction process for potential parents to view the school and for children to attend induction days.
- General photocopying as required
- Organisation of external mail and distribution of incoming mail.
- Receiving deliveries and check goods received to delivery notes
- To be responsible for receiving and recording money coming into school and reconciling on a daily basis, i.e. trip money, uniform money

- To use the dinner money module to record children's meal choices on a daily basis
- To assist with the allocation of Nursery places
- Word processing

Other Duties

- To maintain confidentiality at all times.
- To be aware of and comply with school policies and procedures (e.g. child protection, health and safety, data protection, confidentiality) and reporting concerns as appropriate.
- To undertake appropriate training when required
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Any other duties as directed by the Office Manager or Senior Leadership Group commensurate with the grading of the post

General Conditions

- This job description is subject to annual review. It may be amended only after full consultation. It will be signed if agreement is reached
- If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

_____ Administrative Assistant

_____ Head of School

Manor Primary School
Person Specification for Administrative Assistant

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Word processing packages such as Microsoft word and Excel. • Office procedures, practices and equipment 	<ul style="list-style-type: none"> • Use of sims
Skills and abilities	<ul style="list-style-type: none"> • Be able to liaise and communicate effectively with staff, parents, children and others by telephone and in person. Deal with all matters in a courteous manner and resolve queries and filter calls where appropriate. • Cash handling experience. • Record and present information in a neat and legible way. • Work effectively meeting deadlines as necessary • Operate office equipment such as photocopier, computer and laminating machine. • Communicate at all levels in a professional and polite way. • Be flexible and adaptable. • Recognise the importance of security and confidentiality in a school setting. • Show willingness and ability to support the ethos of the school. 	<ul style="list-style-type: none"> • Experience of working in a school setting
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and self motivated • Effective interpersonal skills • Flexible • Ability to work on own initiative and prioritise work • Reliable, honest and trustworthy 	
Professional Development	<ul style="list-style-type: none"> • Commitment to ongoing professional development/Willingness to participate in development and training opportunities 	