**Administration Assistant**

**Job Profile**



**JOB DESCRIPTION – Admin Officer**

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| Job Purpose | To provide general clerical, administrative and financial support to the school under the direction of senior staff.  As an employee within the Epworth Education Trust, staff may be required to work at any school within the Trust |
| Reporting to: | Headteacher, Senior Admin |
| Responsible for – Staff | N/A |
| Liaising with: | All of the above plus premises staff, teaching and support staff, external contractors, IT support, business partners. |
| Disclosure Level: | Enhanced |
| Grade of post: | 3-4 |

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| **Job Outline** |
| * To undertake reception duties and to respond to general enquiries from staff, visitors and parents upholding safeguarding and health & safety responsibilities. * To sort and distribute internal and external mail including the school admin e-mail account. * In liaison with the Headteacher, ensure that the school calendar and any timetables are kept up to date. * To provide general clerical and/or administration support for the school and head teacher including letter writing, photocopying and filing. * To organise and co-ordinate supply cover as directed by senior leadership team * To undertake general financial administration including purchase orders, delivery confirmations, income collection/reconciliation and banking, ensuring monies are secured and recorded in accordance with school procedures. * In liaison with the Attendance and/or Pastoral lead ensure that absences are recorded and deal with any related queries. * To maintain and update manual and computer records / returns including Management Information Systems, nursery data and lunch data. * To facilitate visits to the school by outside agencies, school photographer and linked schools. * To assist in the school trip process with regards coach bookings, income collection, trip letters and communication with class teacher and the school kitchen. * To ensure effective communication with colleagues. * To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school. * To assist in giving out medication to pupils and keeping accurate medication records. * To undertake pupil welfare duties and liaise with parents / staff. * To contribute to the production of the school’s newsletter or any other marketing information * To update the school’s website with relevant information. |

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| **Other Specific Duties** |
| * To carry out the duties in the most effective, efficient and economic manner available. * To work within the vision and values of the Trust.t * To sign and uphold the Trust’s Staff code of Conduct * To undertake Health and Safety Training on areas within the designated work area. * To undertake Safeguarding Training as per the Trust’s training cycle. * Take a shared responsibility for your own continuing professional development by participating   in a range of appropriate professional development opportunities.   * To participate in the staff performance management process in accordance with the Trust’s   policy and be responsible for self-motivation towards agreed targets.   * To continue personal and professional development in the relevant area |

*The job description encompasses the above statements, but the Admin Officer should be willing to undertake any other tasks that the CEO, CFO, Headteachers might reasonably require*

**Person Specification / Selection Criteria**

**Administration Assistant**

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| **A. A .Experience** | **Essential** | **Desirable** | **Source**  A = Application  I = Interview  R = References  T = Task/Observation  P = Presentation |
| Experience of using a range of computer packages i.e Word, Powerpoint, Excel | E |  | A, I, T |
| Experience of undertaking a range of routine administrative tasks | E |  | A,I |
| Experience of undertaking financial procedures |  | D | A,I,T |
| Experience of using the Internet and sending/receiving email | E |  |  |
| Experience of working with a variety of software and Management information systems | E |  | A,I, |

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| **B. Training, Skills and Qualifications** | **Essential** | **Desirable** | **Source** |
| NVQ L2 in relevant discipline such as Business Administration or evidence of equivalent QCF credit value or higher or a comparable level of experience |  | D | A |
| GCSE English and Mathematics, grade C or above, or equivalent | E |  | A |
| Excellent numerical skills | E |  | A, I, T |
| Willingness to undertake further relevant training as required | E |  | I |

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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| **C. Knowledge and Understanding** | **Essential** | **Desirable** | **Source** |
| Knowledge of general office procedures | E |  | A, I |
| Knowledge of school related office procedures |  | D | A, I, T |
| Knowledge of working within a school setting or other education setting |  | D | A, I |

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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| **D. Personal Skills, Abilities and Competencies** | **Essential** | **Desirable** | **Source** |
| Ability to use initiative to respond to and resolve problems | E |  | A, I |
| Ability to complete tasks to deadlines | E |  | A, I |
| Ability to communicate well with pupils, staff, parents and visitors, being able to respond to general school enquiries and the taking of messages | E |  | A, I |
| Ability to provide excellent customer service at all times | E |  | A, I |
| Ability to work under supervision and as part of a team but on occasions in isolation | E |  | A, I |
| Ability to work in accordance with the Trust health and safety policies | E |  | A, I |
| Ability to use initiative to respond to and resolve problems | E |  | A, I |
| Ability to organise self, prioritise and communicate with others in team | E |  | A, I |
| Ability to be able to use a phone system |  | D | A, I |
| Willingness to be flexible and adaptable as determined by the needs of the school/Trust | E |  | I |
| To show commitment to sustain excellent attendance at work | E |  | I,R |
| Ability to work additional hours where required |  | D | I |

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| **E. Legal Issues** | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |

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