

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Assistant Administrative Officer

Directorate: Viridis Schools

Reporting to: Office Manager/Headteacher

Grade: SC3

Job description

Purpose of the post:

- To assist in the provision of an efficient and effective school administrative function.
- To provide support to Office Manager/Headteacher by ensuring that all necessary information is up to date and that requests are followed up in a timely fashion.

Main duties and responsibilities:

ADMINISTRATIVE

1. Assist in producing weekly registers, distributing to class teacher and collect. Assist with absences and input data on SIMS.
 2. Assist with Monitoring absence, lates and holiday requests and in liaison with the Learning Mentor contact parent/carer to confirm absence on daily basis.
 3. Assist with Admissions and Leavers procedures and collaborate with preparation of mail shot all related enquires.
 4. To maintain manual records in accordance with statutory requirements. To assist in producing returns such as PLASC/CENSUS.
 5. Assist with inputting pupil's data on SIMS system in accordance with Local Authority regulations.
 6. To be point of contact for enquires by telephone or in person to parents, pupils and be knowledgeable on administrative procedures and on appropriate sources of information.
 7. Using word processing assist with duplicating and reproducing in house leaflets and booklets, school prospectus, staff handbooks and information to parents and governors.
 8. Assist in sorting and distributing mail for staff, internally and externally.
 9. Assist in registering visitors to the school making sure they sign in and out the visitors' book.
 10. Maintain filing systems, ensuring immediate retrieval and the reproduction of documents as required.
 11. Liaise with the Office Manager/Headteacher in organising work priorities.
 12. Assist with collection of Dinner Money and other monies and Free School Meals returns.
 13. Assist with procedures for attendances, children medical needs, trips and visits, etc.
-

14. Assist with the administration of breakfast and after school clubs.
15. Assisting with pupil first aid welfare duties – liaising with parents/staff
16. Setting up/down refreshments for coffee mornings and other school events
17. Prepare daily lunch figures for school kitchen
18. Administer school trips
19. Taking and typing minutes of meetings where and when needed.

OTHER

20. Attend staff meetings as appropriate, ensure the school's security and confidentiality policies are adhered to.
21. Keep abreast of any changes in the systems and LEA procedures.
22. Any other duties as directed by the Office Manager/Headteacher.

General requirements:

- Enhanced DBS check
- Strong commitment to furthering equalities in both service delivery and employment practice
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	Assistant Administrative Officer
------------	----------------------------------

Person Specification

	Essential	Desirable
Qualifications		
1. NVQ level 2 or equivalent qualification or experience in Business Administration		✓
2. Good standard of Education in Maths and English	✓	
Experience		
3. Experience of office environment and computers	✓	
4. Ability to communicate clearly orally and in writing	✓	
5. Ability to use own initiative	✓	
6. Ability to work co-operatively in a team and on his/her own initiative	✓	
7. Ability to work with minimum supervision	✓	
Knowledge		
8. Knowledge of Computer Database Systems	✓	
9. Knowledge of basic bookkeeping skills	✓	
Skills		
10. Good numeracy/literacy skills	✓	
11. Effective use of ICT packages.	✓	
12. Use of relevant equipment/resources.	✓	
13. Good keyboard skills	✓	
14. Ability to relate well to children and adults.	✓	
15. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓	
16. Ability to identify own training and development needs and cooperate with means to address these.	✓	
17. Displays the commitment to the protection and safeguarding of children and young people.	✓	