RUSSELLS HALL PRIMARY SCHOOL

Administrative Assistant Level 2 Job Description

Purpose of Job

Level 2 staff provide more specific support and work under the supervision and guidance of the Headteacher/Administration Manager/Secretary. Key Features: To provide clerical/administrative/secretarial support, through undertaking tasks which require some generalist skills and knowledge. The basic entry requirement recommended for this role is NVQ 2. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it.

Main Activities

Administrative Duties

- Data entry and production of basic reports.
- Collecting assessment data from teachers and inputting this.
- Produce timetables.
- Maintain a stock book.
- Maintain and audit uniform stocks, sell items and account for cash.
- Produce class lists, usually in response to teacher enquiries of e.g. medication information, contact numbers, addresses and ensure consent forms are returned.
- Telephone/reception acting as first point of contact for the school.
- Diary management for the head and / or leadership group as required.
- Checking availability of rooms for internal / external use as and when required.
- Liaise with school health service, external agencies and parents including Emergency Services, Education Social Work, Speech Therapy and other services coming in to school.
- Oversee appointments – doctor, dentist, immunizations.
- Dispatch appointments – collate responses.
- Where the school has secure gates, monitor and control visitors.
- Be accountable for controlled stationery.
- Maintenance of reprographics equipment.
- Administer fund raising efforts.
- Report faults to office and contact contractors.
- Assisting with the production of school publications.
- Updating prospectus by obtaining information and co-ordinating the update.

- Update schemes of work.
- Collating, printing and copying School reports and record of achievements sheets.
- FSM, maintain data base and dinner registers.
- Review YourHR and extract new documentation.
- Using appropriate IT software packages for the production of school publications and documentation.
- Ensure that an effective reprographics service is developed and maintained including supplies e.g. paper.
- Correspondence absences/telephone calls, informing EWS.
- Prepare correspondence, collect fees and chase non payments for lettings.
- Weekly Education Maintenance Allowance returns on attendance to appropriate Local Authority.

Financial Duties

- Administer book club/tuck shop including receipt and handover of small amounts of cash.
- Close orders at the end of financial year checking outstanding commitments.
- Processing petty cash claims and banking under the supervision/direction of the line manager.
- Produce VAT return Capitation A/c.
- Recoup free school milk allowance for schools not serviced by Dudley Catering Services.
- Obtaining quotes and carrying out basic liaison with contractors.
- Capitation cheque book entries on LFM.
- Prepare orders for supplies through approved suppliers and for submission to line manager for authorisation and identification of budget code.
- Maintain record of staff duty dinners and payment.

Personnel Duties

- Monitor attendance on courses.
- Monitor absences and holiday leave.
- Day to day supervision of staff and work experience trainees including basic instruction and answering of queries, under the direction of the named line manager.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.

- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

This post is subject to the DBS Enhanced checking process.
The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.
The salary offered reflects the fact that the post holder will be required to work their contracted hours per week, term-time only (39 weeks).

Administrative Assistant Level 2 Model Person Specification

Experience

- Proven experience of clerical/administrative/financial work.

Qualifications / Training

- NVQ Level 2 or equivalent.
- Good numeracy and literacy skills.
- Willing to undertake the relevant training as required.
- Paediatric First Aid Certificate (desirable)

Practical Skills

- Effective use of ICT package.
- Good keyboard skills.
- Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier.

Personal Qualities and Attributes

- A knowledge of Equality and Diversity issues.
- Ability to understand and relate well to children and adults.
- Able to work as part of a team, understanding school roles and responsibilities and own position within these.
- Ability to identify own training needs and willingness to participate in training and development opportunities.
- To comply with the Schools commitment to the protection and safeguarding of children.