



Job Description for Level 3 Administrative Assistant
Date of Implementation – September 2024

We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974.

Line Manager: The Headteacher/ School Business Manager

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES (in accordance with Local Government pay and conditions)

Level 3 staff work under the guidance of the Head Teacher or Business Manager with a limited degree of autonomy. Staff undertaking a level 3 role will need to have specific skills and experience and may carry out day to day responsibility for regular administration tasks, overseen by their Supervisor. The basic entry requirement recommended for this role is NVQ 3 or equivalent. Staff should hold this qualification.

SPECIFIC RESPONSIBILITIES

Administrative Duties

- Maintain more complex data of staff and pupil records, identifying and obtaining missing information where necessary
- Transfer files electronically including updating attendance and assessment data, preparing and sending pupils files to another school through the secure website
- Manage arrangements for school publications, prospectus and other publicity materials
- Draft letters
- Awareness of data protection issues, including data protection administration as required
- Using desktop publishing packages to design and create high quality school publications
- To contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external contractors

Support for Teaching and Learning

- Chase up reasons for absence using agreed systems
- Be available to staff and parents for home visit on individual pupils
- Provide regular updates for staff on student attendance with targets and strategies for improvement
- Liaise with Education Welfare and other support services to improve attendance rates
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues
- Work with new and supply staff to ensure that the school system of registration is adhered to
- Participate in the development of school reward systems in relation to attendance
- Required to prepare and administer fixed penalty notices
- Required to complete the attendance return
- Letters to parents to warn them of their child's attendance

Financial Duties

- On-line and electronic handling of school orders, invoices and payments using the school systems, including delegated banking

- Process payments and check invoices being signed off by the Head Teacher, ensuring that they are recorded on the appropriate system
- Record all break time snack and school dinner orders electronically in school systems
- Prepare/initiate correspondence, collect fees and chase non-payment of monies owed to school

Personnel Duties

- Input of staff data onto the council electronic systems and school paper records, including staff absence and holiday leave
- Administration of Staff training logs and bookings

Support for the School

- Ensure the school registration systems are developed and correctly administered and report on the quality of the registers
- Be the first contact for all attendance issues in 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.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the Headteacher or their delegated authority.