

St. John's Church of England Primary School



Admin Assistant

Role Profile and Person Specification

September 2021

ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

Job Description

Job Title:	Admin Assistant
Grade Range:	Grade 3 – Scp 5 – 7
Hours per week:	36 hours, 8.15 am to 4.15 pm
Work Pattern:	Monday to Friday, Term-time plus 1 week, usually in the Summer break
Location:	St. John's Church of England Primary School
Reports to:	School Business Manager
Responsible for:	No line management responsibilities, occasional training
Role Purpose and Role Dimensions:	To provide effective and efficient administrative and finance support to the Head Teacher and School Business Manager.
Key External Contacts:	<ul style="list-style-type: none">▪ Parents and carers of pupils▪ Volunteers▪ Visitors including volunteers▪ Suppliers & contractors▪ Croydon Council
Key Internal Contacts:	<ul style="list-style-type: none">▪ Pupils▪ Head Teacher, Deputy Head Teacher, School Business Manager▪ Finance Assistant/Head PA▪ Receptionist▪ Teachers & Teaching Assistants (TA)▪ Sport Coaches▪ Caretaker▪ Chair and other Governors▪ Other stakeholders▪
Financial Dimensions:	<ul style="list-style-type: none">▪ Using an income system e.g. Weduc Payment/sQuid▪ Debt chasing▪ Processing bookings▪ Using a template to ensure visits balance
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ Day to day decisions will be based on procedures▪ Complex decisions will be referred to the School Business Manager or Head/Deputy Teacher
Other Considerations:	<ul style="list-style-type: none">▪ To support the distinctive Christian ethos of the school.▪ The post-holder is the initial contact for specific issues such as school residential visits, DBSs, admissions/appeals and chair of governors' correspondence.▪ The post holder will be subject to enhanced DBS.▪ To retain their First Aid qualifications; paediatric and adult▪ To demonstrate individual and collective professional responsibility for championing the school's diversity agenda▪ Commit to continually developing personal understanding of diversity

Key Accountabilities and Result Areas:

Key Elements:

Organisation

- Administer school residential visits, day visits and events
- Administer internal and external afterschool clubs
- Provide administration support for School Admissions
- Undertake reception duties, answer general telephone and face to face enquiries and sign in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc

Administration

- Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/ information systems, for admission records, visits, events and DBSs
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Process the admissions for both Reception and in-house places under the direction of the Governors Admissions Panel
- Update the school website as required
- Collate information to produce the regular school newsletters
- Provide administrative support to the Governing Body, including monitoring school policies to ensure timely reviews.
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Resources

- Operate relevant office equipment/ICT packages (e.g. photocopiers, Word, Excel, SIMS, Weduc, Google forms, Internet).
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. Weduc payments items.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities and inclusion for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Key Accountabilities and Result Areas:

Green Statement

Key Elements:

- Seeking opportunities for contributing to sustainable development in accordance with the School's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

- Being aware of and strictly adhere to the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with school procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The School has a strong commitment to achieving equalities in its services to our children, the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Safeguarding

- Displaying commitment to the protection and safeguarding of children and young people.
- Valuing and respecting the views and needs of children and young people.
- Demonstrating a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School
- Actively sharing feedback on School policies, procedures and interventions

Person Specification

Job Title:

Admin Assistant

Knowledge:

1. NVQ 2 or equivalent qualification or experience in relevant discipline
2. Knowledge of first aid
3. Knowledge of relevant school related policies/codes of practice & awareness of relevant legislation.
4. An understanding of the Christian ethos of St John's Primary School.
5. Understand the importance of confidentiality, relationships and image with in a school community.

Skills and abilities:

1. Excellent attention to detail; including accurate taking and timely production of minutes/notes.
2. Good literacy and numeracy skills; with the ability to manage basic accounts and construct accurate & effective correspondence
3. Good keyboard skills to use a range of IT packages effectively; eg Word, Excel, Powerpoint, Publisher or similar.
4. Use of relevant equipment/resources
5. Work constructively as part of a team and be able to work effectively in a busy environment with frequent interruption
6. Ability to relate well to children and adults; with an understanding of school roles & responsibilities, and your own position within these
7. Ability to identify own training & development needs & cooperate with means to address these.

Experience:

8. General administrative and financial work including IT packages such as Word, Powerpoint, Excel, Publisher
9. Produced accurate and effective correspondence and minutes.
10. Worked effectively in a busy team, using own initiative and supporting colleagues.
11. Communicated professionally with children and adults.

Special conditions:

12. Able to support the distinctive Christian ethos of the school
13. Subject to an enhanced criminal record check (DBS).
14. Being a formal First Aider for the school and keeping knowledge up to date.
15. Present a smart and professional appearance