

ADMINISTRATION ASSISTANT

1. **POST:** School Administration Assistant
2. **LOCATION:** East Somerset Federation
3. **GRADE:** Somerset Grade 15 (Point 4)
4. **RELATIONSHIPS:** The post holder:-
 - 4.1 is responsible to the Head of School and Business Manager for clerical, secretarial, financial and other support services operating within the school
 - 4.2 works alongside federation Business Manager as appropriate as regards office administration procedures and Front of House.
 - 4.3 Communicates with Governors, parents, visitors to the school and representatives of firms/contractors supplying goods, services and statutory school meals to the school
 - 4.4 is the first line of contact between the general public and the school and receives and answers a variety of messages and queries.
5. **PURPOSE OF THE JOB**

To undertake clerical, secretarial and other support services.
6. **KEY TASKS:**
 - 6.1 To provide a support service to the Business Manager and Head of School.
 - 6.2 To ensure School Security, check locks are in place and secure
 - 6.3 To provide administrative support for the arrangements made by school management for hot school meal catering provision and statutory requirements.
 - 6.4 To maintain the school website and produce weekly newsletters.
 - 6.5 To produce After School Club information and maintain the associated registers.
 - 6.6 To oversee the on-site school uniform shop, fulfilling orders and maintaining a regular stock check.
 - 6.7 To undertake typing and general secretarial duties using word processing equipment to create, store, revise and print correspondence.
 - 6.8 To receive and process money, maintaining appropriate records and issuing receipts when necessary.
 - 6.9 To receive parents and visitors to the school, ensuring that visitor's log book signed, and ID passes issued. To deal with telephone calls and provide a

reception service for the school. To take messages and deal with queries where appropriate. To ensure any visitor reads our Safeguarding summary and acknowledges this in the visitor's book.

7.0 To use various computerised school systems including the school to parent messaging service, online parent payment system, email and online calendar and Arbor.

7.1 To attend training courses as deemed necessary in connection with the post.

7. SUPERVISION:

Supervision received - the post holder has discretion in planning the work programme subject to meeting required deadlines for school routines and dealing with urgent matters as required by the Head of School and Business Manager. The post holder may occasionally deal with day to day problems, although problems beyond the experience of the post holder or parental complaints would be discussed with or referred to either the Business Manager or the Head of School

8. WORK COMPLEXITY:

The post holder requires knowledge of routine secretarial and financial procedures associated with the running of a school, as well as the necessary typing skills. Must also have an ability to work with multi-media technology/websites. Personal qualities required include tact, discretion, patience, confidentiality, the ability to communicate well and a pleasant personality for dealing with staff, visitors, parents and pupils, together with a sense of humour. The work is varied and the post holder has to be adaptable to deal with a range of enquiries and interruptions from visitors and telephone calls. Pressure can be expected in a busy school office, especially when deadlines have to be met, particularly at the beginning and end of term.

9. The statement, contains particulars of terms and conditions of employment, including those which the Governing Body, as employer, is required to provide with under the Employment Protection Act. Specific conditions relating to appointment are set out in this document.

10. This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.