



JOB DESCRIPTION

Job Title:	Administration Assistant
Grade:	Scale C (11-13)
Hours:	37 hours per week (Term Time Only plus 1 week)
Current Job Location:	To work across the Trust as required
Responsible to:	Executive Bursar
Responsible for:	Administration Support

Purpose of Post:

To provide a broad range of general reception/clerical/admin duties.

Principle Responsibilities

Providing support for pupils, teachers, parents, visitors and the whole school as outlined below.

Main Duties

- To provide reception, telephone and customer service duties.
- To provide support for the School Business Manager.
- Providing general clerical support to ensure an effective and efficient service is provided.
- Producing reports, information/data as required. This may include sensitive information.
- Weekly administration of school meals providing accurate information for the kitchen and resolving any issues.
- Recording all late children and completing daily attendance procedures, updating database, monitoring absences and producing reports as and when required.
- Maintaining the SIMs pupil data base with accurate up to date pupil information.
- To provide admin support in organising school trips, events and meetings and updating office systems and diaries.
- To provide admin support for staff and, via telephone and in person to ensure an ongoing provision of a high quality service.

- Keeping up to date manual and computerised records, ensuring a high level of accuracy is maintained.
- Undertaking photocopying, typing, word-processing and reports within specified time constraints.
- To ensure the security of all cash in accordance with Financial Regulations and Inspire Trust policy.
- To assist with procurement, generate and monitor all requisitions.
- To work under the direct supervision of the School Administrator.
- Other responsibilities commensurate to the post.

General Requirements

- Attending and participating in training and development courses as required. In particular training on the SAP accounts system to input orders and deliveries.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Specific Duties

- To assist with the effective running of the dinner money systems and attendance systems.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Name of Author: Executive Bursar
Date: November 2015