



**SCHOOL:** Robert Blair Primary School  
**POSITION:** Administration Assistant  
**GRADE:** In line with experience  
**HOURS:** 8am – 4pm  
**START DATE:** September 2024  
**RESPONSIBLE TO:** School Business Manager and Senior Administration Officer

### **Purpose of the post**

To assist in the running of an effective and efficient, confidential administrative support at Robert Blair Primary School.

### **Main responsibilities**

#### **Reception**

1. To welcome all families, visitors and callers to the school, ensuring registration procedures are followed and to direct visitors to the appropriate area, informing personnel of their arrival.
2. To answer all telephone calls, taking and logging messages, answering general queries and transferring calls to appropriate personnel.
3. To undertake in arrangements for visiting practitioners.
4. To keep records of attendance, visitors' registration details as set by the school and to provide data as required.
5. To cover reception in the afternoon.

#### **Administrative**

1. To provide the first point-of-contact for all visitors attending the centre, welcoming them and providing information or referring them to the appropriate member of staff
2. To provide word processing skills for the production of letters/reports and publicity material as required in connection with the duties of the post
3. To provide general clerical/administrative duties including bulk photocopying, filing, data entry, record-keeping, maintaining diaries, receipt/distribution of post etc.
4. To distribute correspondence for and on behalf of the provision including all digital communication systems
5. To answer the telephone and deal with general enquiries, and pass on messages accurately, as required

6. To use computer packages provided (including ARBOR and ACCESS) for the input of data and extraction of information.
7. To carry out regular stock checks on stationery materials and advising admin team on ordering new stock as needed.

### **Financial**

8. To be responsible to the SAO for the carrying out of the ordering process including entering onto FMS before ordering
9. To ensure all deliveries are correct and in good condition before distribution
10. Support in collating all order forms and delivery notes, to ensure invoices have all relevant supporting information
11. Be responsible for collection and reconciliation of fees

### **Pupil Data**

12. To assist in entering and amending Pupil Data on to relevant computerised systems

### **Other**

13. To respond to queries and requests from families of children where they affect the administration of Robert Blair School.
14. To respond to the administrative needs of Robert Blair flexibly. This would take into account the current demand of the role and needs of the provision
15. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
16. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
17. To carry out other minor and/or non-recurring duties, appropriate to the post as may be directed
18. Carry out duties and responsibilities in accordance with Robert Blair Schools Health and Safety Policy and relevant Health and Safety legislation
19. At all times carrying out responsibilities/duties within the framework of Robert Blair Schools Equal Opportunities Policy
20. To promote the safeguarding of children including monitoring and controlling access in and out of the provision
21. To undertake other administrative duties as required by the provision

## **CONFIDENTIALITY**

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.



## **Person Specification**

### **Education and Experience**

- 1 Proven clerical/administrative experience

### **Skills, Knowledge and abilities**

- 2 Excellent written and oral communication skills
- 3 Ability to work under pressure and meet tight deadlines
- 4 Ability to present information (data and text) in a variety of formats using word processors, spreadsheets, E-mail and the internet
- 5 Experience of administration including dealing with correspondence, photocopying and maintaining routine filing systems
- 6 The ability to work within set procedures and to maintain confidentiality
- 7 Ability to form and maintain appropriate relationships and personal boundaries with children, young people and families
- 8 Numerical skills to record routine statistical information
- 9 Ability to work effectively as part of a team
- 10 Ability to deliver a service within the framework of Robert Blair School's Equal Opportunities Policy
- 11 Ability to work to the Council's and Robert Blairs's high standard of customer care
- 12 Cultural awareness and sensibility