



SCHOOL: Robert Blair Primary School

POSITION: Administration Assistant

GRADE: SC 4/5 *In line with experience*

HOURS: *Negotiable between 8 and 6pm*

RESPONSIBLE TO: *Headteacher and Senior Administration Officer*

Purpose of the post

To act as the first point of contact for all visitors and callers ensuring that parents and carers, staff, pupils and visitors are welcomed to the school

To assist in the delivery of an effective and efficient administrative service, meeting the needs of the school community

To be able to respond flexibly, positively and successfully to the dynamic challenges of school administration including by covering colleagues as required

Main responsibilities

Reception

1. To provide reception duties by being a welcoming first point of contact for all visitors, responding directly to enquiries where possible or referring to the appropriate member of staff as required
2. To monitor access to the site, ensuring visitors sign in and out and are given ID badges as appropriate, in accordance with safeguarding procedures
3. To answer and respond to all telephone calls as required and deal with answer machine messages
4. To ensure accurate, timely messages and enquiries are forwarded to staff in writing via email, or appropriate action is taken if applicable
5. To ensure face to face enquiries from parents and visitors are dealt with professionally and in a timely fashion with accurate notes taken
6. To deal in a prompt and helpful manner with any staff or pupils requiring assistance
7. To ensure rooms for visiting professionals and external agencies are organised, booked in advance and appropriately resourced
8. To ensure all visitors are aware of safeguarding procedures and security and safety issues, including evacuation procedures

Administrative

9. To support the deployment of agency/external staff across the school, checking ID and DBS, ensuring safeguarding measures are being followed, and processing authorised timesheets
10. To oversee the accurate recording of Free School Meal (FSM) eligible children, liaising and supporting parents to complete the necessary paperwork and submitting applications to the Local Authority as necessary
11. To maintain a School Meals, Register recording weekly school meals according to pupil attendance and cross checking this against the school return and catering charges to ensure consistency and accuracy in the number of meals provided and subsequent charges.
12. To assist the Senior Admin Officer (SAO) to maintain pupil data on the school's information systems (Arbor) ensuring that all data entry is completed accurately and records updated on a timely basis
13. To enter data for nursery and wider school admissions
14. To record receipt of deliveries
15. To carry out 'first day' calling for absent children
16. To manage the receipt, administration and safe storage of medicines in school and to support in the provision of first aid as required subject to appropriate training
17. To receive, sort and distribute all post coming into the school including filtering junk mail
18. To undertake general administrative duties including filing, photocopying, minute taking for meetings and the drafting of letters, reports etc
19. To work closely with Senior Admin Officer, School Business Manager and SLT as required, to ensure school management environment, website and social media is up-to-date

Financial

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

Pupil Data

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

Other

25. To respond to queries and requests from families of children where they affect the administration of Robert Blair School.
26. 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
27. 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
28. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
29. To carry out other minor and/or non-recurring duties, appropriate to the post as may be directed
30. Carry out duties and responsibilities in accordance with Robert Blair Schools Health and Safety Policy and relevant Health and Safety legislation
31. At all times carrying out responsibilities/duties within the framework of Robert Blair Schools Equal Opportunities Policy
32. To promote the safeguarding of children including monitoring and controlling access in and out of the provision
33. 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.

Personal Responsibilities

Your manner and dress should project professionalism and instil confidence

Treat all staff, pupils, parents, carers and visitors with respect and courtesy

Be responsible for own career development and undertake training, professional development and other learning activities as appropriate

Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person

Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks



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