

## Job Description

<b>Job Title:</b>	Administrative Assistant/Receptionist	<b>School Name:</b>	Evelina Hospital School
<b>Grade and Range:</b>	Grade 5 scp 6-13	<b>Hours:</b>	35.5
<b>Reports to:</b>	Office Administration Manager / SBM / Headteacher	<b>Working Pattern:</b>	Term Time only
		<b>Supervises:</b>	

<b>Purpose:</b>	<p>The administrative assistant/receptionist is responsible for supporting the administrative, financial and organisational processes within the school. You will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the values, vision and ethos of the school in all interactions. As part of your duties:</p> <ol style="list-style-type: none"> <li>1. To be responsible for assisting in managing the school office.</li> <li>2. To assist in the maintenance of the various school computerised databases of pupil and staff information.</li> <li>3. To provide administrative support to the school teacher(s) as appropriate.</li> <li>4. Financial administration.</li> <li>5. Providing reception and general administration support to the school.</li> </ol>
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### Principle Responsibilities:

#### 1. Responsibility for assisting in the smooth running of the school office, including:

- Liaising with line manager relating to work to be undertaken by the office.
- Assisting with monitoring the induction of visitors, volunteers and any new member of the office staff.
- Organise the administration of new admissions.
- General word processing and record keeping.
- Provide administrative support to the senior leadership team, including arranging and supporting meetings for example agendas, host meetings where appropriate and minute-taking.
- Maintaining the school diary.
- Monitor school emails and action as appropriate.
- Manage appropriate storage of school and office resources.
- Provide administrative support in organising safety procedures, including fire drills

#### 2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and home schools as appropriate.
- Providing assistance with other information databases.
- Be responsible for keeping accurate records of absences, training and holiday entitlements for staff.

#### 3. To provide administrative support to the SLT and school teachers as appropriate, including:

- Assisting the teachers/SLT in all aspects of their role, including contacting parents and pupils where necessary, liaising with the teachers on outcomes
- Attending and minuting whole school meetings and, other meetings as and when required
- In liaison with the line manager/SLT, maintaining a confidential filing system and collating documentation.
- Arranging and maintain records of CPD for staff.

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#### **4. Financial Administration:**

To be responsible for accounting procedures in the school as regards to

- Processing purchase orders, receiving delivered goods and preparing invoices.
- Receiving and signing for deliveries including logging items on the inventory as required.
- Responsibility for managing the school's inventory including co-ordinating the annual audit.
- To keep a record of expenditures and process payments
- To follow school scheme of delegation and financial procedures

#### **5. Providing reception and general administration support to the school:**

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
  - Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
  - Act as the first point of contact for parents and visitors arriving at the school
  - Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
  - Seek support from other colleagues where necessary to respond to complex enquiries
  - Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
  - Assist staff and pupils with the information and support they need
  - Update manual and computerised record/information systems
  - Update and maintain the school calendar/diary
  - Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
  - Manage and organise completed forms from parents/carers
  - Report any issues with the school's IT systems
  - Report any premises issues with the Trust and update the maintenance log as required
  - Organise and distribute incoming and outgoing post
  - Provide administrative support to staff as needed
  - Book training courses for all staff
  - Order, monitor and manage stock, ensuring best value following the school's purchasing processes
  - Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
  - Assist with organising meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
  - Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
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<b>General Statements</b>	<ul style="list-style-type: none"> <li>▪ Required to read and follow school policies and the staff code of conduct</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the school conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures.</li> <li>▪ Promote the safeguarding of all pupils in the school</li> <li>▪ Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in education, Prevent) and our safeguarding and child protection policies</li> <li>▪ Being aware of responsibilities under the General Data Protection act (GDPR) and managing personal data in accordance to school policy for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To take part in the school's appraisal procedures</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<b>To contribute as an effective and collaborative member of the School Team</b>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>

## Person Specification

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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>Ability to use IT packages including word processing, Excel spreadsheets and presentation software</li> <li>Excellent literacy and numeracy skills</li> <li>Good organisational Skills</li> <li>Ability to carry out administrative tasks</li> <li>Knowledge of school administrative systems</li> <li>Compliance with managing school data in line with GDPR policy</li> <li>Compliance with school safeguarding policy</li> <li>Ability to use own initiative and take action accordingly</li> <li>Excellent attention to detail</li> </ul>	E  E E E D D  E E  E	A/T  A/T A A A/I I  A/I A/I  A/I
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Considerable experience of using Microsoft software particularly Word and Excel at an intermediate level.</li> <li>Experience in a similar administrative role</li> <li>Experience in a similar role in a school or similar working environment.</li> </ul>	E  E D	A/I  A/I A/I
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>Ability to set and work to agreed targets and work schedules.</li> <li>Good oral and written communications skills</li> <li>Ability to work independently and pro-actively.</li> <li>Ability to plan, organise and prioritise to meet deadlines</li> <li>Ability to minute / take notes at meetings</li> <li>Ability to type accurately and quickly</li> <li>Ability to maintain a welcoming reception space for our visitors.</li> <li>A flexible can-do attitude.</li> <li>Working knowledge of RM Finance preferred but not essential</li> <li>Ability and familiarity of financial systems</li> </ul>	E  E E E  E E E  D D D	I  I I I  A/I A/I A/I  I A A

<b>Special conditions:</b>	• Motivated to work with children & young people.	E	A/I
	• Ability to form & monitor appropriate relationship & personal boundaries with children & young people.	E	A/I
	• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	A/I
	• Ability to work under pressure and prioritise effectively	E	A/I
	• Resilient, positive, forward-looking and enthusiastic about making a difference	E	A/I
	• The postholder may be required to work outside of normal school hours on occasion, with due notice.	E	A/I
	• All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.	E	A/I
	• An understanding of the principles of Keeping Children Safe in Education 2023 and a commitment to ensuring the health, safety and wellbeing of all children.	E	A/I
	• Appropriate attitudes to use of authority and maintaining discipline.	E	A/I