Administration Assistant

Post title: Administration Assistant
School: St George’s C of E Academy Newtown B19 3QY
Pay range: Grade 2
Line manager: Senior Office Manager
Responsible for: Clerical and Administration duties
Contract: Part time
Job Hours: 16 hours per week (Monday, Wednesday 9 am -2 pm, Friday 9 am – 3 pm) term time only

JOB PURPOSE:

To provide a high quality, confidential and timely service to students, staff and parents supporting the delivery of an effective administrative service by the school office team. To provide a high standard of customer care to everyone who makes contact with the team.

Duties and responsibilities:

To provide a supportive, effective and efficient administrative support relating to a specific area or areas of school business.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
- Duties to include word-processing, letter production, data inputting, form completion, photocopying, mailing, report production, record management, confidential work and liaison with relevant stakeholders.
- Administration task related to Parents Evenings, Open Evenings and other school events.
- Home-School communications relating to all aspects of school life (letters, text messages, emails).
- Administrative support for educational visits and trips.
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- Records management, including school databases and archiving, ensuring systems are up-to-date and accurate.
- Examinations administration.
- Admissions administration.
- Pastoral documentation preparation including but not limited to:
  - Praise and Attendance assemblies and the preparation of student Exclusion documentation.
  - School photographs.
  - Telephone and Reception duties.
  - Displays around the school.
  - Weekly School News Letters and other resources.
- To organise, plan and control workload and procedures.
- To interpret and advise on relevant procedures, regulations and directives within the scope of the job
- To ensure data is managed effectively and proactively and in adherence with relevant legislation and policies
- To attend and contribute to appropriate internal meetings
- To be responsible for basic first aid
- To prepare for and attend appraisal meetings to monitor progress against agreed objectives
- To work flexibly and provide cross cover to other members of the team as and when required, often at short notice
- To undertake relevant training when appropriate
- To promote and safeguard the welfare of young people that you come into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To promote the Christian Values and aims of the school alongside the BDMAT vision
- To set an example of integrity and professionalism
- To attend appropriate staff meetings, CPD sessions and training days
- To be an effective team player
- To support the wider administration function in school
- Any other ad hoc duties commensurate within the grade to support the needs of the school and ensure its smooth running
Administration Assistant

**Finance**
- To be responsible for the Make up, maintenance and distribute dinner registers. To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- To undertake clerical duties arising from school meals provision.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To collect, record and issue receipts for dinner monies as required, including school uniform, trips etc.
- To order and maintain school uniform stocks, liaising and selling to parents as necessary.
- To prepare monies for banking and bank as necessary

**Please note:**

*This is a new role in our staffing structure.* The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies, or school needs. *As such we anticipate the above job description to develop through discussion with the Headteacher.*