



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Title: Administration Assistant (30 HPW)

Line Manager: Senior Office Manager

Key responsibilities:

Reception Duties

- To ensure all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- To ensure all visits are logged in / out of the school, with responsibility for ensuring all staff / visitors are accounted for during a fire drill by the production of the printed report which will be distributed at the assembly point
- Familiarity with SIMS to locate pupils and staff
- To ensure that the reception area is manned at all times with appropriate cover organised for breaks

General Office duties

- Ensuring all incoming school post is opened and distributed within one hour of arrival
- Production of letters as required
- Answering the telephone, greeting visitors and supporting the needs of pupils within the school
- To ensure all goods received into the office are recorded appropriately and distributed on the day of receipt
- To be responsible for the maintenance of clear and effective filing records and other systems and to keep them updated in accordance with legal requirements
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To assist with sorting and distributing of incoming post and the sending of outgoing post
- To assist in the maintenance of the manual and computerised pupil data records
- To assist with the monitoring and maintenance of reception stock and order supplies as necessary
- To assist with the administration of attendance and dinner money function on SIMS

Welfare

- To support with the administration of first aid to pupils as required, in-keeping with the school's policy and order first aid supplies as necessary
- To liaise with parents regarding pupil's sickness/injury
- To assist with visits from nurse, dentist etc.
- To assist with the general welfare of pupils

Office Administration

- To collate dinner registers and collect money using the school's online systems
- To carry out relevant checks for pupils eligible for Free School Meals, recording responses accurately using the school's existing systems
- To assist in the administration processes involved in the admission of new pupils into the school's Nursery provision

Trip and Club Administration

- Assist with the administration and organisation of school trips as directed by the Head teacher and members of SLT, the production of trip letters, collation of permission slips and liaison with parents
- Assist with the administration and collection of monies via SIMsPay - the school's online payment system
- Assist with the administration and organisation of school clubs, including collection of monies via SIMsPay

Whole School

- 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 & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

Well Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development

- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title

**Vic Goddard
CEO
October 2022**

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent First Aid Qualification
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role