



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Title: Administration Assistant 35 HPW**

**Line Manager: Senior Office Manager**

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### 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 administer 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

## **Attendance**

- Monitoring of attendance for all pupils
- Ensure all registers are completed and missing marks or unexplained absences are addressed on a daily basis
- Communication with parent/carers via letter/email/telephone requesting evidence of absence
- Ensure PA letters are sent out each half term
- Production of half termly/termly attendance statistics for the EWO
- Ensure the "Ofsted" ready file is updated each half term with latest attendance statistics including PA and any actions taken
- Undertake attendance improvement meetings and to seek Penalty Notices as directed by the EWO
- Undertake late gate duties as directed by the Headteacher and EWO

## **Admissions**

- Take enquiries from prospective parents and prepare prospectus packs ready for sending out in response to enquiries
- Arrange viewing appointments and organise parent meetings with a senior member of staff for prospective new pupils.
- Ensure all admission applications are responded to, using statutory letters, within the statutory timelines.
- Collect and maintain the appropriate pupil admissions information including the entry of data onto the school MIS.
- Maintain the school waiting list in line with the school admission policy.
- Liaise with the Headteacher, Executive Headteacher, Governors and trust board to ensure the school meets its obligations under its Admissions Policy.
- Ensure the school meets the requirements of KCSIE and its policies when removing pupils from roll, including reporting children missing in education.
- Support the Headteacher in the preparation of the required information to present at statutory appeals.
- Together with other admin staff, ensure that the website and any additional information reflect the most up to date and relevant admissions information

## **School Meal Administration**

- Ensure all dinner registers are accurate and completed and passed to the kitchen by 10am daily
- Liaison with parents by letter/telephone informing them of all meal arrears and pass to Headteacher on a weekly basis
- Maintaining an accurate register of FSM on SIMS and ensuring Headteacher is informed of any changes by the production of a weekly report
- Promoting and marketing for "special meal" days
- Liaising with kitchen staff regarding pupil allergies and special requirements

- Responsible for assisting parents with the completion all FSM paperwork and liaison with ECC on behalf of the parent
- Liaising with Senior Midday and PCLC to ensure a full complement of staff is available

## **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 Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Vic Goddard  
CEO  
March 2019**

## Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	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
<b>Communication</b>	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
<b>Working with children</b>	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
<b>Working with others</b>	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
<b>Responsibilities</b>	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
<b>General</b>	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