



# JOB DESCRIPTION

## ADMINISTRATIVE ASSISTANT

Job Number:	PL005
Directorate:	Children and Young People
Service:	Catcott Primary School
Job Title:	Administrative Assistant
Reports To:	Office Manager / SLT

### MAIN PURPOSE OF THE JOB:

To provide a professional and friendly welcome to visitors;

- administrative support to the Headteacher and contribute to the efficiency and smooth running of the school office.
- To ensure a warm and friendly welcome to visitors.
- The post holder should have a flexible approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.
- This role requires always maintaining confidentiality in all matters.

### MAIN RESPONSIBILITIES AND DUTIES:

Duties and responsibilities will include, but are not limited to, the following, and may be altered at the request of the Headteacher.

#### Parent communication

- Weekly overview
- Half termly newsletter
- Daily letters as needed
- Articles for publication

#### Social media:

Managing the school social media accounts on:

- Class Dojo
- Facebook
- Instagram

#### Website Management:

- Manage the school website in a timely manner
- Check compliance
- Add documents and key dates

#### Communication

- Open the post, listen to phone messages, manage the school email inbox and direct queries appropriately
- Provide administrative support to curriculum areas and the Headteacher including typing letters
- Make phone calls to parents regarding first aid and illness. Record these appropriately

#### Office Cover

- To provide 'lunch cover' for the Office Manager.

#### General tasks:

- Welcome and direct visitors to the school and answer the telephone. Take messages (in all forms) and resolve queries as appropriate

#### Manage :

- School photography requirements

- Medical screening visits
- School calendar including prepopulating with significant dates
- Assist with the planning of termly parent evenings.
- Check and prepare reports for distribution.
- Maintain filing systems, undertake photocopying, collate reports, keep stocks of all forms
- Undertake other related tasks at other times such as covering for colleagues in the case of absence

Undertake a range of other administrative procedures and duties as required by the Headteacher.

### Supporting Processes

### Problem Solving and Creativity

- Working in a school environment means frequent interruptions and variation, particularly at break and lunch time.
- Ability to manage time effectively and deal with conflicting priorities.
- Ability to work flexibly and proactively, both independently and as part of a team.

### Decision Making

- Works in close collaboration with the Office Manager and SLT.
- Prioritise workload based on importance and urgency.

### Physical Effort and Working Conditions:

- A busy school office environment with extensive use of a PC.

### Contacts and Relationships:

- Staff, children, families and governors.
- Due to the job description and nature of the role, the postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality.

### Additional information:

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.
- The postholder will be expected to complete in-house safeguarding training on an annual basis.

### Knowledge, Skills and Experience

- Minimum of 5 GCSE's A-C or equivalent including English and Maths
- Good ICT skills
- Presentation skills required to produce high quality school documents
- Experience of working in a busy office environment
- Well organised and calm under pressure
- Hard working, conscientious and accurate
- Understands the importance of confidentiality and discretion.

**I agree** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	

JE Primary Matrix (10/06/19)

PA007	Administrative Assistant	Grade 14 4-6	<p>Reports to Office Manager/SLT</p> <ul style="list-style-type: none"> <li>- Provide a comprehensive and confidential secretarial/administrative support to the Headteacher, or a more general support to the Senior Management team of the school</li> <li>- Undertake receptionist duties, provide the first line contact between school and community, and administer the school diary for events eg lettings etc.</li> <li>- Would not be responsible for the work of others.</li> <li>- Would work within prescribed procedures, deal with day to day problems, exchanging information, which may need some more detailed explanation, and often provide advice and guidance.</li> <li>- Correct decisions will be from a range of established alternatives relating to their work, and which will have an effect on the running of the school.</li> <li>- Can determine own priorities in order to achieve deadlines but will expect guidance to resolve a high incidence of conflicting priorities.</li> <li>- Need to be able to operate independently and accurately a range of readily understood rules, and procedures or techniques.</li> </ul>
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