

Job Description

Post Title: Administrative Assistant Level 2

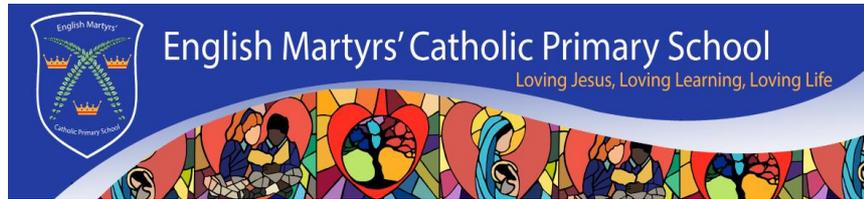
Grade: BB03

Responsible to: Head Teacher, School Business Manager

Job Purpose: To provide administrative support to meet the needs of the school. To ensure the smooth running of the school office and provide support to all areas of school administration.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Ensure all visitors are welcomed to our school and that they comply with the school's safeguarding procedures. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with.
- To follow all school safeguarding policies and procedures and to undertake annual safeguarding training.
- Act as first point of contact for general parent, pupil and visitor enquiries in person, via telephone and email contact. Respond proactively and promptly.
- Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, vision screening and flu immunisations etc.
- Manage the main school email/inbox and school diary via Microsoft Outlook, adding key dates to the calendar.
- Produce and process routine school documentation and letters to parents; upload to school website and disseminate electronically.
- Carry out financial procedures regarding the handling and recording of cash and online transactions, such as collating and reconciling ad hoc collections, in line with trust financial procedures and following up with debt reminders.
- Organise and manage school clubs on a half termly basis, liaising with third party providers.
- Responsible for ensuring the accuracy of the pupil database for the termly CENSUS returns.
- Completing milk returns to the school milk service provider.
- Raise purchase orders and enter goods receipt notes using PS Financials system.
- Receive, check and disseminate deliveries.
- Maintain stationery stock and request replenishment, ensuring stock levels are appropriate.



Job Description

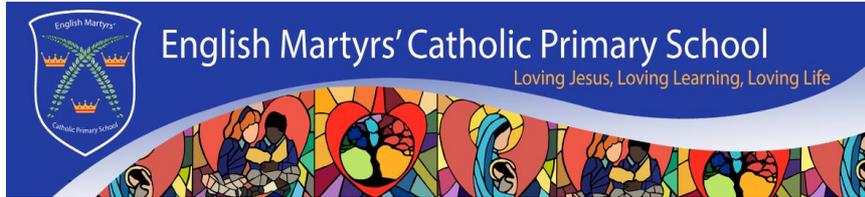
- Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
- Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- To arrange servicing and repair of school equipment, including photocopiers, telephones etc.
- Book and manage school visits, coaches etc in line with the school visits process.
- Maintain and update the content of school website and other social media platforms.
- Assist in arranging hospitality for meetings in school, parents' events etc.
- Carry out general office duties, such as photocopying, laminating, scanning, filing etc
- Deal with all outgoing mail, including taking deliveries to the Post Office, as required.
- Ensure GDPR compliance in all record keeping procedures.

SIMS and Attendance

- Communicate with parents via Teachers2Parents software.
- Responsible for keeping manual and computerised pupil records up-to-date, including change of addresses, change of contact numbers, medical information etc.
- Responsible for keeping permissions data up to date and communicated with colleagues.
- Input of all pupil contact information annually and play a key role in school admissions and maintaining the in-year waiting list.
- Download and provide reports from the SIMS system as required, e.g. pupils' academic reports, address labels etc.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BBCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.



Job Description

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.