



Tadley Community Primary School

Administrative Office Job Description

Administrative Assistant

STATUS OF THE POST

This is a key post within the school's administrative structure. The postholder is accountable to the Headteacher and lined managed by the School Business & Administration Officer.

MAIN PURPOSE OF THE POST

To provide effective and confidential comprehensive administrative support to the School Business & Administration Manager and Senior Leadership Team, in order to ensure the smooth and efficient running of the school. Under the daily direction of the School Business & Administration Manager to deliver an efficient day-to-day organisation and administration of the school office and its procedures.

This role will reflect the following school priorities:

- Promote the highest standards for business ethos within the administrative function of Tadley Community Primary School, and support the most effective use of resources to meet the school's aims and vision.
- Support the operation, maintenance of the administrative procedures and systems of the school in co-operation with the other members of the school team including Governors.
- Promote and have high regard for the school as one of the first line contacts for all stakeholders and external agencies.

RESPONSIBILITIES

The postholder will be required to exercise her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below: -

General Responsibilities:

- To read, understand and adhere to all the school's policies and procedures
- Ensure compliance with the School's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Take proactive responsibility for safeguarding and promoting the welfare of pupils
- Undertake training and professional development as appropriate to keep up-to-date with current developments
- To support staff in all aspects of the school's processes and procedures as required
- Be fully aware of and implement any emergency plans according to school procedures (such as, emergency closures, fire alarms etc)
- To ensure all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures

Reception:

- Providing a warm welcome to all – dealing with callers/visitors' enquiries accordingly
- To ensure the school's security and safeguarding procedures are adhered to by all visitors
- To ensure that all forms of communication are dealt with in a timely manner and according to agreed procedures and relayed to colleagues promptly

- To communicate effectively with parents. Staff, pupils and the general public – ensuring that the school is represented accurately and that enquiries, concerns or complaints are dealt with using tact, diplomacy and sensitivity
- To provide hospitality for visitors
- To deal with incoming and outgoing post following the agreed procedures especially concerning confidential information
- To contact parents and relevant authorities in emergency situations

Administrative:

- To support the School Business & Administration Manager in ensuring that the office runs in a smooth and organised manner
- To provide administrative support to staff by producing general letters, reports etc, using MS Word and Excel proficiently including clubs and music lessons
- To ensure that accurate records are retained for parents, pupils, governors, after-school/lunch clubs, music lessons, regular visitors to school - including volunteers
- To provide administrative support to arrange parents' evenings and ensure teachers and parents are clear on appointment times and procedures within defined deadlines
- To have shared responsibility of the Single Central Record alongside the School Business & Administration Manager ensuring all aspects are up-to-date
- To manage and administer the DBS process for all staff, regular visitors, volunteers and parents
- Provide administrative support for the SLT, staff, governors and school-based activities and events
- Assisting with the production of school publications
- Checking availability of rooms for internal/external use as and when required
- Report any faults as appropriate to the School Business & Administration Manager, Site Manager etc.
- To ensure confidential files such as pupil records are secured at all times
- To ensure permission forms for photo's etc. are tracked on an on-going basis in order to maintain an accurate database and share this information with the relevant staff on a regular basis
- Trip and club administration as needed.

Financial Support

- To support the Business & Administration Manager with financial matters including payments as required

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

