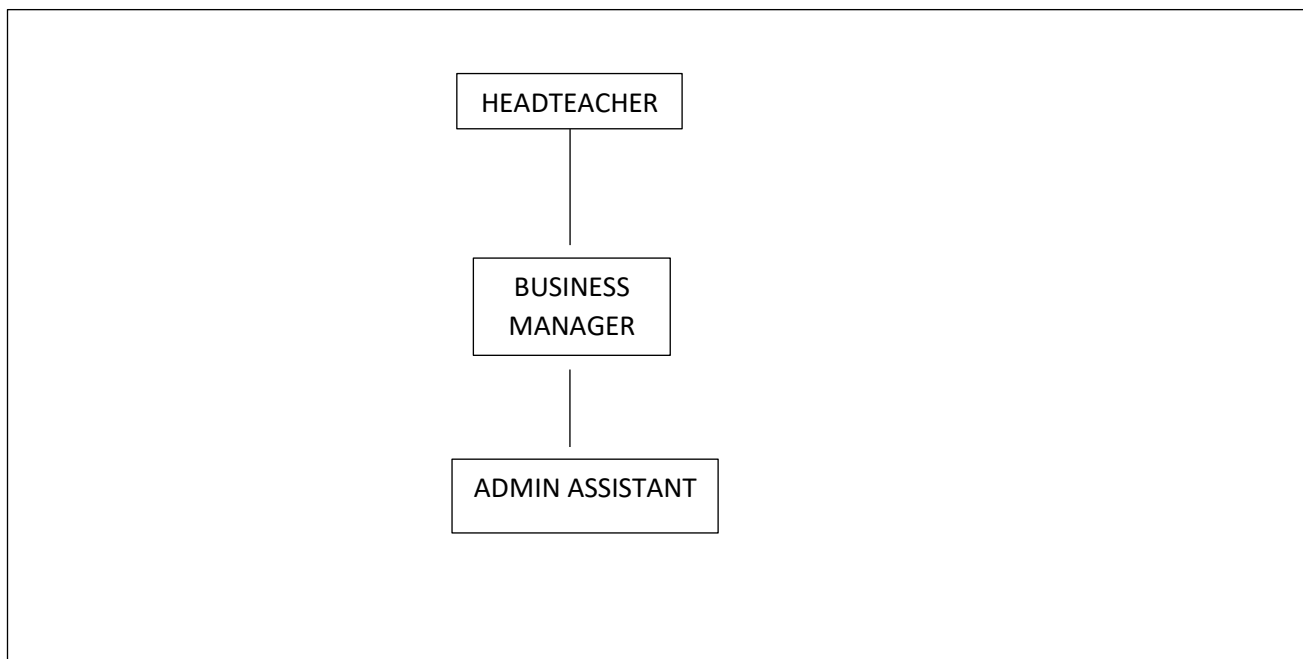




Admin Assistant Role Profile

ROLE PROFILE FORM REF:	02125
DEPARTMENT	Education (Schools)
ROLE TITLE IN FULL	Administrative Assistant (Generic)
ROLE REPORTS TO	Business Manager
ROLE PURPOSE (Why the role exists)	
To implement a comprehensive range of administrative systems and procedures to meet school requirements, with a particular focus on systems that will enable the school to improve on base figures on attendance and truancy as set by the Government, the LA and the school.	

ORGANISATION STRUCTURE





ROLE REQUIREMENTS

Accountability headings	Accountability statements
Customer Service	<ul style="list-style-type: none">• Act as first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination, such as the Business Manager or Headteacher• Contribute to the smooth running of the school's reception, postal, telephones, and hospitality facilities
General Administration	<ul style="list-style-type: none">• Apply a wide range of standard processes and procedures under supervision• Produce and process routine documentation/ correspondence against a broad framework provided by the Headteacher/ other teaching staff• Input and extract staff/pupil information using manual and computer based systems, including Arbor, Tucasi, Medical Tracker, etc
School Meal Administration	<ul style="list-style-type: none">• Ensure lunch choices for each child have been recorded daily on Tucasi• Liaising with the Head of Kitchen on the different types of meals to be prepared each day• Ensuring payments for school dinners have been received and following up with parents when debts are incurred and preparing banking of cash/cheques• Liaise with the school catering company to ensure pupils' special dietary requirements are catered for• Arranging for pupils' packed lunches to be prepared by the kitchen when school trips take place for those that are eligible for UIFSM/FSM
School Trip Administration	<ul style="list-style-type: none">• To be responsible for all administration relating to day trips and residential trips, including booking accommodation, activities and transport, under the guidance of the teachers in charge of the trips• To produce residential information booklets for staff on residential visits to include relevant medical information, contact details, etc
Arbor & Data Administration	<ul style="list-style-type: none">• Ensure pupil records on Arbor are up to date at all times• Complete accurate termly pupil census returns and upload to Collect• Complete all relevant county data returns• Ensure pupil permissions are accurately reflected on Arbor• Creation of parents evening bookings in conjunction with the IT Technician
School Communications	<ul style="list-style-type: none">• Create and distribute weekly bulletins



SWANMORE C.E. PRIMARY SCHOOL



	<ul style="list-style-type: none">• Distribute school newsletters• Create and send school emails and communications
School Website & school calendar	<ul style="list-style-type: none">• Ensure all information on the website is kept up to date; liaising with teachers and IT Technician where necessary• Ensure the school calendar on the website is accurate and reflects the internal school calendar• Updating the school calendar whiteboard in the staffroom
Teamwork	<ul style="list-style-type: none">• Work co-operatively with others towards shared goals• Support the induction of new members of the team and contribute to the development of others within the team through sharing knowledge
Welfare	<ul style="list-style-type: none">• Undertake welfare support to pupils including the provision of first aid, where appropriate• Administer medication as required
Corporate and statutory initiatives, equalities/health & safety/government/sustainability	<ul style="list-style-type: none">• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace



Section A -The key decision making areas in the role

- Prioritisation of own tasks/workload
- Customer complaints – refer to line manager

Section B - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

410 pupils on roll

No direct financial responsibilities attached to the post

Section C - The main contacts – external/internal customer contacts and purpose

Internal contacts

- Line Manager - regularly to discuss work priorities
- Pupils daily – attendance, medical, pupil supervision
- Staff and Governors – liaison over work issues, administrative support

External contacts

- Parents
- Local Education Authority

Section D - Working conditions – environment, and physical effort or strain

Normal office environment

Balancing various conflicting requirements of different stakeholders

Noxious substances e.g. photocopiers/toners

Section E - Context/additional information

Occasional public/pupil verbal abuse



Section F – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: 4-6 weeks with further development in full academic year

- Familiar with the school's office, equipment, telephone and computer systems
- Confident in dealing with initial telephone and personal enquiries from parents and other enquirers
- Aware of Local Authority's organisational structure and immediate contacts
- General knowledge of school and council's policies and procedures
- Knowledge of Safeguarding and Child Protection, along with Health and Safety/Security regulations and procedures
- Training provided on specific systems used in school

Section G – Operationally effective: How would effectiveness in role be demonstrated?

- All pupil and staff information and data related procedures are effective
- Communication with staff, parents, pupils and external contacts are appropriate and effective
- Excellent organisational skills
- Operating independently in all aspects of role

Section H - Adding value: What characteristics will the advanced role holder demonstrate?

- Promoting/marketing the image of the school in all contact with the outside world