



KRISHNA AVANTI
PRIMARY SCHOOL

Administrative Assistant Job Description (Term time only – 15 hours per week- with some additional hours as agreed with the Office Manager/Principal)

Purpose of the Post

Contribute to a highly efficient running of the administration to enable the school to deliver a highly effective education to its pupils.

Work under the direction of the Office Manager, and in partnership with the Senior Leadership Team (SLT), to ensure the school's administrative systems developed to support all aspects of school improvement.

Play a key role in supporting the administrative team to lead on change as the school expands to its full capacity as two-forms of entry.

Work positively to promote positive relationships with external stakeholders, demonstrating the schools' values, expected behaviors and attitudes to a high standard.

General Staff Responsibilities:

- Adhere to all agreed policies and procedures, paying particular attention to any associated Health and Safety or Safeguarding policies and associated procedures;
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity;
- Undertake professional development as appropriate to ensure knowledge and practice is up to-date and current and share such knowledge with other staff as appropriate;
- To be flexible and undertake additional duties appropriate to the post that may reasonably be required from time to time, which are commensurate with the grading of the post and respond to the needs of the school.

Administrative duties, shared with the office team.

Reception duties

- To receive and welcome callers / visitors and deal with enquiries accordingly;
- To ensure the school's security/safeguarding procedures are adhered to by all visitors;
- To ensure that all forms of communications are dealt with a timely manner and according to agreed procedures;
- To communicate with all stakeholders at all levels - Ensuring that that the school is represented effectively and that enquiries, concerns or complaints are dealt with using tact and sensitivity.
- Ensure a quick, efficient, polite response with face to face, telephone or email queries.
- Liaising in a helpful and professional manner, being aware of both how stakeholders may interpret both verbal and non-verbal methods of communication;
- To contact parents and relevant authorities in emergency situations.

General office tasks

- Support the administrative team in ensuring that the office runs in a smooth and organised manner
- Carry out the agreed maintenance tasks for the smooth running of day to day office task i.e. Calendar, SIMS, Signing in system, website, etc;
- Ensure that accurate records are retained for stakeholder (parents, pupils, governors, after-school clubs, regular visitors to the school - including volunteers);
- Provide administrative support for the senior staff, SENCO lead, teachers and school based activities and events including booking appointments for parents as agreed in a timely manner
- Co-ordinate meetings with parents and professionals for the SENCO lead as required including in SEN annual meetings, ILP reviews, preparing papers and from time to time, record minutes from meetings and complete filing of SEND documents as and when needed.
- Support the administrative team to maintain inventory of resources, prepare orders for goods and

- supplies, and check deliveries.
- Organize hospitality for visitors including parents as and when required
- Report any faults and possible solutions as appropriate relevant stakeholders in liaison with Office Manager, Site Manager or SLT i.e. SIMS, CCTV, telephones, Computers; including e-mails & Internet to service provider.
- Identify the need for resources and the managements of resources

School data processing duties

- To maintain attendance and assessment records onto the school pupil management system
- Prepare regular reports for management purposes.
- To support the updating of information in school website.
- To contribute to regular external reporting on the school's performance and returns on pupil information such as national school and staff census.
- Support with daily maintenance of administrative technology and equipment including telephone and photocopiers, reporting problems to the appropriate service providers so that they can be resolved efficiently.

Person Specification

Candidates should demonstrate:

Criteria	Requirement Level	Evidence*
A commitment to the school's ethos and values – Please see our website for details.	Essential	I
Ability to form and maintain appropriate relationships with children and young people.	Essential	A/I
Experience in office administration in an educational environment	Desirable	A/I
Evidence of the ability to communicate clearly and concisely both orally and in writing.	Essential	A/I/ T
High level discretion to be able to handle confidential information with the utmost integrity	Essential	A/I
Ability to work to a high degree of accuracy and pay attention to detail	Essential	A/I
Ability to plan and manage their own time effectively and work prioritising tasks in a time efficient manner and keep to deadlines in a very busy environment.	Essential	A/I/T
Experience of or knowledge of using data management systems, particularly with respect to attendance and assessment	Desirable	A/I
Ability to maintain effective administrative systems	Essential	A/I
High level of ICT capability- good work experience of Microsoft Office and other ICT packages.	Essential	A/I
High degree of initiative, energy, resilience and enthusiasm	Essential	A/I
Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community.	Essential	I
Some knowledge of Health and Safety requirements of school and workplace.	Desirable	A/I
Commitment to professional development, learning and development.	Essential	A/I

*Evidence Key:

A = Application Form I = Interview T = Task/Lesson Observation