



**Stowford School**



## **WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION**

<b>Job Title:</b>	Administrative Assistant/Receptionist
<b>Location:</b>	Across the Trust (based Stowford School currently)
<b>Grade:</b>	Grade B £9.18 - £9.36 per hour
<b>Hours:</b>	35 hours a week, 38 weeks per annum
<b>Reports to:</b>	<b>Headteacher</b>

### **Job Purpose**

To provide efficient administrative and organisational support in order to assist Stowford School in achieving its goal of providing outstanding education for all children. The School Office is the first contact parents and children have with our school and it is vital that it reflects the School Aims of Respect, Excellence and Friendship.

The role and work of the Administrative Assistant involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

Stowford School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well-being of children.

### **Duties and Responsibilities**

#### **Organisation**

1. Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school
2. Contribute to the development, organisation and implementation of support systems/procedures/policies.
3. Undertake front of house reception duties; be a welcoming, first point of call, to parents, children and visitors, signing in and ensuring they receive the information they require, checking identities in line with safeguarding procedures and offering refreshments as appropriate.

#### **Administration**

4. Responsible for general clerical and administrative tasks, reprographics, records and photocopying, collating and distribution of reports and documents, typing, completion of standard forms and routine correspondence and post
5. Support the pupil admissions processes
6. Maintain manual and computerised record/information systems including SIMS.

7. Analyse and evaluate data/information and produce reports/information/data as required e.g. attendance.
8. Administer electronic communications (email and texts); assist with the production and distribution of the school newsletter and maintenance of the school website.
9. Responsible for general clerical and administrative tasks, reprographics, records and photocopying, collating and distribution of reports and documents, typing, completion of standard forms and routine correspondence and post.
10. Assist with organisation and administration of school trips, events, extra-curricular activities and visits from external providers e.g. School Nurse, photographer etc.
11. Assist with pupil welfare, liaising with parents/carers/staff/outside agencies; administration of medicine; to appreciate and support the role of other professionals.

### **Support for the School and Trust**

12. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
13. The post holder is responsible for promoting and safeguarding the welfare of children and must adhere to and ensure compliance with the Trust's Safeguarding Policy and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL).
14. To contribute to the overall ethos/work/aims of the school.
15. To attend and participate in meetings, training and professional development as required.
16. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
17. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
18. To maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
19. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b>			
4 GCSEs Grade A – C including Maths and English	<b>E</b>	<b>X</b>	<b>X</b>
NVQ 2/3 or other qualification in clerical/business administration	<b>D</b>	<b>X</b>	<b>X</b>
<b>Experience:</b>			
Working in a busy office environment/reception and telephone experience	<b>E</b>	<b>X</b>	<b>X</b>
Use of Microsoft Office applications/ICT systems/technology	<b>E</b>	<b>X</b>	<b>X</b>
Working in a school setting/knowledge of SIMS	<b>D</b>	<b>X</b>	<b>X</b>
<b>Knowledge, Skills and Abilities:</b>			
Communications skills – oral and written	<b>E</b>	<b>X</b>	<b>X</b>
Organisational skills/able to prioritise own workload	<b>E</b>	<b>X</b>	<b>X</b>
Discreet and maintains confidentiality	<b>E</b>	<b>X</b>	<b>X</b>
<b>Further Requirements:</b>			
Professional conduct and smart appearance/high standards for work	<b>E</b>	<b>X</b>	<b>X</b>
Motivated, hard-working and a good team player	<b>E</b>	<b>X</b>	<b>X</b>
Innovative – able to think ‘outside the box’/open to new learning opportunities	<b>E</b>	<b>X</b>	<b>X</b>