

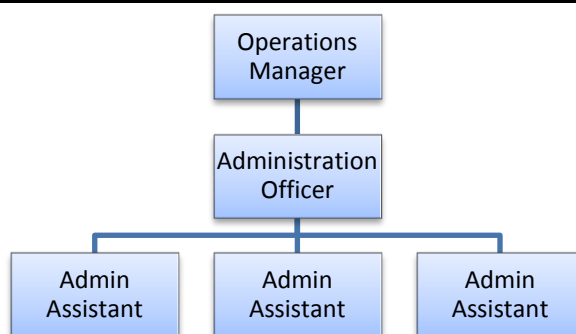
## JOB DESCRIPTION

<b>School: John Rankin Federation</b>	<b>Location: John Rankin Schools</b>
<b>Job Title: Administration Assistant</b>	<b>Grade/Salary Range: C</b>

### JOB PURPOSE

To provide effective and efficient clerical and financial support to the School Office and Staff.

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



### MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

#### Shared Duties

1. To be the initial point of contact for all visitors to the school and deal with their enquiries, problems and queries in a polite, friendly and professional manner.
2. Ensure all visitors sign in, are issued with a visitors badge and that the badge is worn in such a way as to be visible to pupils.
3. Answer the telephone in a polite and professional manner, deal with the resulting enquiries, problems and queries and/or pass to appropriate member of staff or take message.
4. To open, sort and distribute post, and manage office emails.
5. To manage room bookings across the federation.
6. Contact parents, doctor, hospital, emergency services (as appropriate) when need arises.
7. General photocopying for the office and School Management Team, liaising with photocopier supplier including dealing with any problems with the copiers and printers across the Federation.
8. Tea and coffee for visitors.
9. Distribute letters etc to dedicated points in classrooms to go out by pupil post.
10. Maintain the notice boards.
11. Other such tasks as required and deemed within the job grade.

#### Specific Duties

1. To Assist the Administration Officer with pupil management and absence management.
2. To assist with SEN administration as required by the SENCO Leader
3. To Input purchase orders, for authorisation by either the Finance Officer (FO) or SBM.
4. Assist with counting money and banking duties as required by the FO.
5. Check incoming deliveries and investigate any delivery discrepancies appropriately.
6. Input suppliers' invoices, for authorisation, deal with any discrepancies and send off to WB for central payment.
7. To manage lettings bookings across the federation including ensuring insurance details and hirer's forms are completed appropriately. To produce invoices for lettings.

### Appendix 3

8. Book staff on courses and arrange supply cover where necessary.
9. To book meeting rooms as necessary, including arranging any hospitality.
10. To manage inventory recording across the Federation.
11. To maintain pupil details on SIMS.
12. To undertake first aid training, and provide first aid as required.
13. To edit the Federated website content for publication as required.
14. To manage the Schools' stock of resources including office supplies.
15. To take minutes in meetings as required.
16. General filing.

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

This role has no budgetary responsibility and no line management responsibility

## PERSON SPECIFICATION

Job Title: Administration Assistant	School: John Rankin Federation
Reports to (job title): School Business Manager	Location: John Rankin Schools

\* E = Essential Criterion (required at point of recruitment)    D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
<p><b><u>Qualifications &amp; Experience</u></b></p> <p>Experience of working in an office environment</p> <p>GCSE level Education (5 A-C grades – including English &amp; Maths)</p>	<p>E</p> <p>E</p>	<p>This is essential to ensure that the postholder has experience of IT systems and general knowledge of answering calls and having face to face professional discussions.</p>
<p><b><u>Knowledge</u></b></p> <p>Good understanding of office equipment including photocopiers, printers etc</p> <p>Good numeracy and literacy skills</p> <p>The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy</p>	<p>E</p> <p>E</p> <p>E</p>	<p>This role requires constant use of this equipment and therefore it is essential that someone has an understanding of these when they arrive.</p> <p>To be able to create correspondence, take minutes and deal with basic financial issues</p>
KEY CRITERIA	E/D ?	CONTEXT (How the criteria will be used in the job )
<b><u>Skills and Abilities</u></b>		

Appendix 3

<p>Ability to use Email and Outlook and to use a web browser to access information</p> <p>Basic ability to use Microsoft Office software</p> <p>Work constructively as part of a team</p>	<p>E</p> <p>E</p> <p>E</p>	<p>The administration team is essential to the efficient running of the school and team work plays a huge part in this.</p>
<p><b><u>Work-related Personal Qualities</u></b></p> <p>Professional manner both face to face and on the phone</p> <p>Calm under pressure</p>	<p>E</p>	<p>A role in school often can be varied and busy and requires someone who can be calm and relaxed in those situations</p>
<p><b><u>Other Work-related Requirements</u></b></p> <p>Suitability to work with Children</p>	<p>E</p>	