Fulwell Infant School Academy

Job Description
Administration Assistant

Post Title Administration Assistant (Temporary)
Grade 2 SCP 4
Hour of Work 37hrs per week 9:00 am – 4:30pm Mon to Friday (30min lunch)
£23,114 pro rata term time only

Purpose of the role

To be an ambassador for the School when meeting parents and visitors and to act as first point of reference, providing general administrative support to the School under the instruction of senior staff and to assist in the efficient running of the School Office. You will contribute to the overall vision and ethos of the School ensuring the best standards possible for pupils and staff.

Administration

Undertake reception duties, answering routine telephone and face to face enquiries, signing in and checking visitor's ID.
To provide routine clerical/admin support, eg. Photocopying, laminating, letters and reconciling on line pupil payments e.g. childcare, dinner, after school and trips.
Maintain and update school web site
Set up meeting rooms.
Provide refreshments for visitors as and when required.
To maintain and use databases, SIMS
Placing orders, checking goods and monitoring paperwork.
Being able to provide cover as and when the need arises supporting the after hours provision.
Any other duties as and when required commensurate to the role.

Responsibilities

Be aware of and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
Be aware of and support difference and ensure equal opportunities for all.
Contribute to the overall ethos/work/aims of the School.
Appreciate and support the role of other professionals.
Ensure all information is treated confidentially and to have absolute discretion at all times, complying with the schools data protection procedures in line with GDPR.

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Experience

Previous experience of working in a school or office environment with an in depth knowledge of Sims is essential.

Qualifications

GCSE Grade A-C, or equivalent, in English and Mathematics is essential.
Qualifications in Business Administration desirable but not essential.

Knowledge/Skills

Ability to relate well to children and adults, being sensitive to their individual needs
Ability to communicate effectively in English, both written and verbally
To be organised, accurate and flexible within your working environment
To have an understanding and knowledge of confidentiality
To be receptive to new ideas and responsive to change
To have an awareness of the importance of health and safety issues
Keyboard/computer skills
Ability to work independently and with initiative
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Accountability

To be responsible to the Headteacher, Finance Director, School Office Manager and Governing Body.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The post holder must comply with the Academy's Health and Safety rules and regulations and with Health and Safety legislation. All employees have a responsibility of care for their own and others health and safety.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist with the training and development of fellow employees where appropriate.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

September 2023