



NEW RUSH HALL SCHOOL

JOB DESCRIPTION

Admin Assistant

We are a school for pupils with Social, Emotional and/or Mental Health (SEMH) Difficulties. All of our pupils have an Education Health Care Plan. You will need to have had experience of working with pupils with SEMH challenges.

Salary/Scale Point: LBR 4 Scale Point 7-10 £25,023 - £26,118 (£29,346 - £30,630 FTE).

Contract type: Permanent 36 hours per week, 44.46 weeks per year.

Reporting to: Federation Business Manager.

Main purpose

- To assist the Headteacher and Federation Business Manager in ensuring a high level of administration is maintained across the school. Provide front of house services in a friendly and professional manner.
- Provide admin support in the main office.

Main duties/responsibilities

- Undertake telephone and reception duties and deal with enquiries and emails from staff, parents/carers, pupils and members of the public.
- Greeting of visitors ensuring that they follow the relevant service procedures.
- Relaying telephone messages to staff and pupils ensuring effective communication throughout the school.
- Provide effective support for the school with daily administration of reception and other administration duties.
- Provide teaching staff with administration support as required.
- Ensure office and reception areas are kept presentable at all times
- To maintain accurate pupil and staff data using the school's Management Information System (MIS).
- To assist in the production of report templates using the MIS.
- Undertake regular reconciliation of stock levels of school supplies, maintaining inventory.
- Assist with the preparation, distribution and collation of checklists for school meals numbers and liaise with school catering staff on a daily basis. Liaise with parents/carers regarding outstanding lunch money.
- Undertake photocopying, filing and general office duties.
- Ensure compliance with the provisions Health and Safety Policy.
- Comply with all school policies and procedures.
- Maintain and monitor the pupil weekly registers.
- Deal with the start procedures for new pupils.
- Deal with the leaving procedures when pupils leave.
- Arrange and minute meetings as required.
- Prepare and distribute letters and reports.
- Deal with the daily incoming and outgoing post.
- Follow the provision procedures for administering pupil medication
- Monitor and maintain stocks of the provisions first aid equipment.
- Undertaking CPD and further research as required to expand own knowledge and skills base.
- Attending meetings and other events associated with the school.
- Perform such other duties as directed by the Leadership Team or Office Manager.
- Carry out other duties, commensurate with the post, as required by the Headteacher and/or FBM.

Support for the School

- Be aware of, and comply with, school policies and procedures, specifically those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings both during and after the school day as required.
- Participate in training and other learning activities and performance development as required.
- To undertake such other duties that may be required to meet the needs of the school.

General

- To meet deadlines and manage workload effectively.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share in this commitment.
- The post-holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.
- The post-holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information.
- The post-holder must carry out their duties with full regard to the Staff Code of Conduct, Acceptable Use Policy, Child Protection Policy and all other policies.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

PERSON SPECIFICATION

Admin Assistant

CRITERIA	QUALITIES
Qualifications and training	Educated to GCSE Level – Essential.
Experience, knowledge & skills	Recent experience of working in a school setting in a similar role. Previous financial management experience. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
Personal qualities	Ability to communicate clearly and concisely, orally and in writing with a wide range of people. Evidence of well-developed interpersonal skills. Ability to communicate both verbally and in writing demonstrating tact and professionalism to develop good relationships within and outside the school. Ability to demonstrate a flexible attitude and approach to tasks. Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks. Ability to form and maintain appropriate relationships and personal boundaries with pupils and Parents/Carers. Ability to form and maintain good professional relationships with families, staff and other professionals. Emotional resilience when working with challenging behaviours and attitudes to use of authority and maintaining discipline. A willingness to demonstrate commitment to the values and ethos of New Rush Hall School.