



The Shropshire Gateway Educational Trust

Administration Assistant at Clee Hill Community Academy – Primary

- Fulltime, permanent position 37 hours per week term time only plus CPD days.
- Salary within range NJC point 7 – 11 £20444 - £22129 pro rata for hours worked and term time plus only.
- Hours: Monday to Friday 8.30am – 4.30pm (30 minutes lunch break)
- Progression is subject to annual performance management – reporting to the Headteacher.

Main Duties and Responsibilities:

Front of school

- To be the first point of call for all visitors to school
- To maintain a tidy and efficient office environment
- Ensuring safeguarding is a priority
- Meeting and greeting in line with professional standards, logging all details of visitors, verifying identity and issuing visitor badges
- Maintaining signing in and out registers for fire safety and safeguarding measures
- Ensuring contractors are progressed through the school contractor's safety risk assessment
- Maintaining pupil and staff records - arriving and leaving site during the school day

Whole school administration

- To be the sole administrator, responding to administrative needs of Headteacher and school.
- Completing all aspects of administration relating to pupil records and ensuring data bases are maintained accurately and promptly updated
- Completing First aid tasks as required and logging incident details
- Contacting parents and professional contacts and arranging appointments
- Taking messages and ensuring they are passed to the appropriate person
- Assisting members of senior leadership team where required.
- Administering medicines where appropriate
- Using electronic filing methods
- Maintain records of nursery and wrap around attendance ready for invoicing
- Organising whole school order completion
- Acceptance of cash and issuing of receipts before passing to finance team
- Assisting in catering and free school meal administration
- Assisting the organisation of medical checks and vaccination programs
- Use of parent mail or school communication processes to contact parents and school contacts
- Provision of hospitality and refreshments
- Taking of minutes and setting up of meeting rooms as necessary for day-to-day school operations
- Maintaining meeting room bookings
- Maintaining postal records and daily post

Pupil Support

- Managing pupil requests and assistance

General

- To promote wellbeing for pupils and staff
- To undertake training as required for this role
- To ensure safeguarding measures and reporting is paramount
- To adhere to all Health and safety policies, reporting as required
- To ensure confidentiality for staff and pupil information and knowledge
- Use of IT and electronic record keeping.
- To acknowledge the importance of data protection and ensure no breaches occur
- To have a working knowledge of all relevant school policies and to work to these policies.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

School Office Administrator: Essential and Desirable Criteria

Skill	Criteria
Qualifications & Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of administrative work in a busy office environment • Good knowledge of Microsoft products including word, excel, PowerPoint and outlook • Knowledge of relevant policies and procedures • Knowledge of general school policies and procedures • General understanding of the operation of a school • Good reading and writing skills to GCSE Level or equivalent • Good numeracy skills to GCSE Level or equivalent <p>Desirable</p> <ul style="list-style-type: none"> • Experience of SIMS • Previous experience of working in a school office • Knowledge of H&S policy and procedure
Communication	<p>Essential</p> <ul style="list-style-type: none"> • Ability to complete forms and write routine letters • Ability to exchange verbal information clearly with children and adults • Use initiative to overcome communication barriers with children and adults • To negotiate effectively with adults and children
Working with children	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrate effective implementation of the school's behaviour management policy • Understand and support the differences in children and adults and respond appropriately in relation to the role • Understanding of the learning experience provided by the school • Basic understanding of the way in which children develop • Understand and support the importance of physical and emotional wellbeing • Ability to support children who may be unwell
Working with others	<p>Essential</p> <ul style="list-style-type: none"> • Ability to make a proactive contribution to the work of the school supporting children, their families and carers through thinking, planning etc • Ability to establish rapport and respectful and trusting relationships with children, their families and carers/ other adults • Work effectively as part of a team • Know when and how to seek support

	<ul style="list-style-type: none"> • Know when and how to hand over knowledge of own position within a team environment and the boundaries which apply • Ability to provide timely and accurate information
Responsibilities	<p>Essential</p> <ul style="list-style-type: none"> • Excellent organisational skills • Ability to remain calm under pressure • Follow instructions accurately • Ability to use own initiative • Ability to manage own time effectively • Ability to adapt quickly and effectively to changing circumstances, situations • Demonstrate creativity and an ability to resolve problems independently
General	<p>Essential</p> <ul style="list-style-type: none"> • Awareness of and promotion of equality, • Good understanding of Health & Safety • Understand and implement child protection procedures • Understand procedures and legislation relating to confidentiality • Demonstrate a clear commitment to develop and learn in the role • Constantly improve own practice/knowledge through self evaluation and learning from others