

Job Description & Person Specification

Job Title:	Administration Assistant
Service / Provision:	St Marks CofE Junior School / Wyndham Park Infant School
Job Family:	Support Staff
Line Manager:	Office Manager
Salary Grade	
Annex	Please ensure you refer to Annex 1 with this job description

Under the leadership of the Office Manager, be responsible for supporting the administrative, financial and organisational processes and functions within St Marks' CofE Junior School or Wyndham Park Infant School, with flexibility to support the adjacent Education Provision (EP) which is not deemed the base site as directed.

Key accountabilities, duties and responsibilities

- Assisting the Office Manager in the management of all mainstream school admissions and leavers, ranking and liaising with Wiltshire County Council (WCC) and parents/carers (emails and letters)
- Assisting the Office Manager to work closely with SBC to ensure that records for CME/Fixed Penalty Notices are served and records are kept up to date, in line with absence management and reporting procedures.
- Support parents/carers applying for places at the EP
- Support the Office Manager in the management of: numbers, finance, invoicing and working with the Early Years Team in school and with the WCC Early Years and inclusion team
- Assist with front of house duties including answering the telephone and daily attendance monitoring
- Support to continually improve administrative systems and procedures, both manual and electronic. Ensure the provision of effective administration support and systems across the EP.
- Assist the Office Manager with paperwork and scanning to files as required
- Undertake routine maintenance tasks for operational and manual equipment
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protections, reporting any concerns to the appropriate person
- Ensure that all pupil records and files are up to date including organisation of new starter forms for the EP and distribution of annual review reports, EHCPs and other paperwork
- Take minutes at meetings for EHCPs or as SLT require, writing up annual reviews to distribute to relevant parties
- Arrange appointments for the Headteacher, SLT and EP employees as required liaising with parents/carers, other health professionals and agencies
- Undertake a range of administrative duties including accident reporting, arranging lunchtime cover, liaising with passenger transport to ensure smooth running of service, booking employee CPD and ensuring the smooth provision of meals
- Receive and account for the receipt of dinner monies, parent/carers contributions, donations etc. or online system
- Administer employee absence, working with Central Resourcing to facilitate supply cover arranged, and all paperwork completed
- Support medical care plans to ensure that they are completed by the appropriate person
- Receive and organise the storage and administration of all medication required to support pupils in the EP
- Support the organisation and facilitation of EP trip preparation by booking trips, coaches etc

Tasks/duties	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Minimum Level 4 (A-C) qualification in English and Mathematics • Undertake training necessary for the post to include first aid, Child protection, Team Teach and any other training that is appropriate • Open to further training/Continued Professional Development (CPD) appropriate to the role 	<ul style="list-style-type: none"> • Understand the Data Protection act/GDPR • Prevent Training • Safeguarding Training
Knowledge & Experience	<ul style="list-style-type: none"> • Good experience of working in a school or similar environment required with a broad understanding of admin processes • System and report writing – generating demand led reports and letters • Strong ICT skills and proficient in the use of Microsoft/Word/Excel • Customer Service front facing experience • Record keeping • Management Information System (MIS) experience and knowledge of • Minute Taking and follow ups 	<ul style="list-style-type: none"> • Openness to taking on further responsibilities
Skills & Abilities	<ul style="list-style-type: none"> • Punctual, polite & professional • Be motivated, able to use initiative and work independently • Able to meet challenges positively • Excellent communication both written and verbal 	<ul style="list-style-type: none"> • Have empathy. Be aware of how to support your own well-being and the well-being of others