

Job Description & Person Specification

Job Title:	Administration Assistant
Service / Provision:	The Chalet School
Job Family:	Education Administration
Line Manager:	Head of Education Provision (HoEP) & Senior Leadership Team (SLT)
Salary Grade	A Grade 1 - 5
Annex	Please ensure you refer to Annex 1 with this job description

Under the guidance of the Office Manager, be responsible for undertaking administrative, financial, organisational processes within the Education Provision (EP).

Key accountabilities, duties and responsibilities

- Assist with front of house duties including answering the telephone
- Carry out general school office admin duties as required including all general administration tasks e.g. school photographer, transition events, additional dates for the diary
- Raise and follow through order requisitions, check deliveries and stock levels
- Undertake financial administration tasks in person and via Parentpay
- Gather and update data records and training logs for the Office Manager
- Oversee school visibility on media platforms
- Assist the Office Manager with recruitment paperwork checks and scanning
- Produce quality classroom materials, when and as required
- Prepare quality materials including worksheets, using word processor and desktop packages
- Manage Stockroom and Data storage rooms
- To coordinate all letters to parents including Termly newsletters, enrichment letters, replies and consents etc.
- To coordinate and organise school events such as, parent tours, parents' evenings, parent workshops etc.
- To take a lead role on organising fund-raising events for the school including summer fayre, autism acceptance events etc. in collaboration with the whole school team and Liden primary school
- Undertake routine maintenance tasks for printing material in the school
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Be aware of and take part in the EP's performance management framework and participate in training and development activities as required

Tasks/duties	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • GCSE qualifications at grades A - C in Maths and English or equivalent • Qualification in ICT • Ability to identify own training and development needs and participate in on-going training
Knowledge & Experience	<ul style="list-style-type: none"> • Be able to work collaboratively as part of a team • Ability to effectively use ICT for a variety of purposes • Be able to use your own initiative and work to deadlines 	<ul style="list-style-type: none"> • Previous reception/administration experience • Previous experience managing social media and websites • Experience of working in a busy environment • Ability to effectively prioritise work tasks • Have completed L2 safeguarding and child protection training • Understand and have knowledge of confidentiality, safeguard and child protection responsibilities
Personal Qualities	<ul style="list-style-type: none"> • Effective communicator with good inter-personal skills • Aware of time pressures and the need for effective time management • Be organised, able to follow instruction and work independently • Have a sense of humour • Flexibility and adaptability • Remain calm when dealing with challenging behaviour • Resourceful and motivated • Good attendance record • Understand and respect confidentiality with regard to children and young people and employees 	<ul style="list-style-type: none"> • Remain calm when dealing with challenging behaviour • Resourceful and motivated