



Hartsbourne Primary School Job Description

Post Title	Administration Assistant
Purpose	<ul style="list-style-type: none"> ● To be responsible to the Office Manager and Headteacher/Senior Leadership Team for the efficient administration of school systems. ● To maintain the office systems and procedures of the school. ● To provide a welcoming point of first contact for parents and visitors to the school.
Reporting to	Office Manager/ Headteacher/Senior Leadership Team
Liaising with	Headteacher/Senior Leadership Team, teaching and support staff, external agencies, pupils and parents
Working Time	10 hours per week Monday to Friday (hours to be agreed) Term time + 5 INSET days
Salary/Grade	ATP&C point 8 + fringe £24,702pa + £988pa (London fringe) actual pro rata salary £5,708pa - £228pa (London fringe)
Disclosure Barring Service	Enhanced with Barred List Check
MAIN (CORE) DUTIES	
Operational, Strategic Planning:	<p>To deal with the day to day administration, daily finance procedures, extended services, telephone enquiries, visitors and events. The job holder will need to exercise discretion on filtering letters and phone calls for the Head Teacher (and other Senior managers) whilst ensuring that all enquiries are dealt with expeditiously.</p> <p><u>General Administration</u></p> <ul style="list-style-type: none"> ● Provide administrative support to school by: ● Liaising with parents, pupils, staff, Bushey St James Trust and external agencies regarding a range of school issues, via phone, letters, face to face, e-mail and texting. ● Manage the parent e-mail account and ensure all queries are dealt with expeditiously. ● Complete administration for in-school events, meetings and school trips. ● Conduct data entry tasks accurately and efficiently ● Field telephone enquiries and provide professional and helpful responses ● Manage data effectively to support administrative processes ● Process various forms in a timely manner ● Order and monitor stock levels for school supplies where needed <p><u>Reception and Communication</u></p> <ul style="list-style-type: none"> ● Serve as a welcoming first point of contact for visitors and telephone enquiries ● Assist in maintaining a professional and organised reception area ● Respond promptly and accurately to messages and enquiries ● Assist staff and pupils with necessary information and support

Safeguarding	<ul style="list-style-type: none"> ● Control access to the school premises in line with safeguarding procedures ● Collaborate with the designated safeguarding lead to ensure pupil safety ● Adhere to principles of confidentiality and appropriate communications. ● Participate in statutory child protection/safeguarding training.
Staff Development:	<ul style="list-style-type: none"> ● To work as a member of a team and to contribute positively to effective working relations within the school. ● To engage actively in the Performance Appraisal Review process. ● To attend relevant in-service training as required.
Knowledge and Competencies:	<ul style="list-style-type: none"> ● Able to demonstrate competent and accurate standards in maths and English. ● Good knowledge of ICT systems (eg Word, Excel, SIMS, SEAM). ● Positive under pressure, pays attention to detail. ● Friendly, nurturing and supportive; demonstrate active listening skills. ● Able to work under own initiative and contribute as part of a team. ● Ability for planning, organising and problem solving.
Standards and quality assurance:	<ul style="list-style-type: none"> ● Support the aims and ethos of the school and the Bushey St James Trust. ● Work in accordance with the details of the Staff Handbook. ● Set a good example in terms of 'professional' dress, punctuality and attendance. ● Follow and uphold all school policies. ● Participate in staff training.
Communication:	<ul style="list-style-type: none"> ● Communicate effectively with parents, children and other stakeholders. ● Follow agreed policies for communications in the school. ● Prepare and provide reports and attend meetings as required. ● Be aware of in-school procedures and confidential issues and to keep confidences appropriately i.e. knowing what and when to share information.
Management of Resources:	<ul style="list-style-type: none"> ● Place and process orders and invoices ensuring best value. ● Check incoming deliveries and arrange distribution/orderly safe storage.
Other Duties:	
<ul style="list-style-type: none"> ● To play a full part in the life of the school community. ● To promote actively the school's policies, vision and ethos. ● To engage in training opportunities and professional development. ● To actively engage in the school's self-review and evaluation processes. ● To comply with the school's Health and Safety Policies and undertake risk assessments as appropriate. 	

July 2024