



School Office Team Job Description

Title/Role: Admin Assistant
Grade: Spinal Column Point 2
Hours: 20 hours term time only
(Monday-Friday mornings 4 hours; flexi working available)

Job Outline

To provide routine clerical and administrative support to the school. At all times to work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors.

Main Areas of Responsibility

- Provide clerical support, this to include photocopying, filing, email, distribution of post.
- Maintain manual and computerised records.
- Undertake typing and word-processing, and other IT based tasks.
- Assist with pupil welfare matters, including administering medication, contacting parents and staff.
- Assist with the administration of school trips & visits, including liaising with coach companies.
- Assist with the administration of Breakfast Club.
- Assisting with Nursery admissions and associated paperwork.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.
- Contribute to the overall ethos & values/work/aims of the school.
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.
- An enhanced disclosure will be sought through the Disclosure and Barring Scheme (DBS formerly CRB) as part of the school's pre-employment checks.

Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

** The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any alterations that may from time to time be necessary.

Supervision

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG
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The admin roles within the school admin team are managed by the Headteacher.

Job Context

- The jobholder is one of a team of administrative staff who provide reception and support services to the school.
- The work is varied and has daily, monthly and termly routines.

Contacts

The jobholder works with all members of staff in the school and has frequent contact with parents and visitors.

Knowledge, Experience and Training

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Basic knowledge of first aid (training is provided if not)
- Ability to use standard office software.
- Excellent IT skills including the ability to work with databases (knowledge of MIS systems an advantage but training will be provided)
- Ability to work in a team.
- Understanding of the needs of children.
- A good sense of humour.
- A flexible and adaptable approach to working in a busy and often changeable office environment.

Problems and Decisions

- The jobholder decides, in consultation with the Headteacher, whether a sick or injured child should either remain at school or be collected by a parent or carer or taken to hospital.
- The jobholder exercises discretion in filtering letters, emails and phone calls for the staff whilst ensuring that all enquiries are dealt with expeditiously.