



Role Profile: Administration Assistant

Purpose

To provide an efficient, comprehensive service to serve the school's overall aims and objectives; ensuring staff, parents, pupils, visitors and third parties receive a personalised and professional experience.

Key Accountabilities (6-8 max)

- To undertake all duties assigned by the Business Manager providing efficient and effective admin support to all staff within agreed timelines.
- Ensure School Policies and Risk Assessments are maintained and current
- Maintain Training Log, book training as required
- To assist with financial administration such as placing orders, helping to ensure the school is following 'Best Value' procedures
- Setting up required information for clubs and trips onto the system
- Liaise with parents/outside agencies for medical, sickness, local authority appointments
- Assist with the smooth operation of school events e.g. open days, parent evenings, school production and carol service
- To attend first aid training and assist with administering first aid to pupils and staff. Receive training and take on the Role of a Fire Warden
- The above is a non-exhaustive list and subject to variation in line with the needs of the business

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education • Microsoft Office 	<ul style="list-style-type: none"> • Excel and Word • First Aid
Skills	<ul style="list-style-type: none"> • Good interpersonal skills • A good team member and aware of others • Ability to work to deadlines • To respect confidentiality at all times 	<ul style="list-style-type: none"> • Assertive personality
Experience	<ul style="list-style-type: none"> • Administration skills and telephone experience • Experience using IT systems 	<ul style="list-style-type: none"> • Knowledge of school management systems
Other	<ul style="list-style-type: none"> • To play a full part in the life of the school community • To support the school's distinctive mission and ethos and to encourage staff and students to follow this example • To actively engage in the staff review and development process • Professional appearance 	<ul style="list-style-type: none"> • To play a full part in the life of the school community

Key Stakeholders:

Internal – Headteacher, Deputy Head, All other staff

External – Parents, Education Establishment

Signed: Name (print):

Date:

COGNITA