



# Holy Trinity Rosehill CofE (VA) Primary School



## ADMINISTRATION ASSISTANT PERSON SPECIFICATION

A - Application form      I - Interview      R – References		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<p>The successful candidate will:</p> <p>1. Have English and Maths GCSEs to Grade C or above (A).</p>	<p>19. Have relevant admin qualification (eg NVQ) (A)</p> <p>20. Have attended recent Safeguarding training. (A and I)</p>
<b>Experience</b>	<p>The successful candidate will have experience of:</p> <p>2. Working in an administration role within office environment for a substantial period of time. (A)</p> <p>3. Working as part of a team. (A)</p> <p>4. Handling confidential information. (A)</p>	<p>21. Admin experience working in a primary school (A, I and R)</p> <p>22. Handling complaints and concerns from parents/carers and other key stakeholders. (A, I and R)</p>
<b>Knowledge &amp; skills</b>	<p>The successful candidate will be able to:</p> <p>5. Use Microsoft Office programs (such as Word and Excel) and Outlook effectively and independently (A)</p> <p>6. Demonstrate an understanding of the statutory requirements concerning safeguarding and data protection (A)</p> <p>7. Prioritise their workload and complete all tasks required of them (A and I)</p> <p>8. Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions (I)</p> <p>9. Demonstrate an organised and effective approach to handling a demanding workload (A and I)</p>	<p>23. Use SIMS effectively (A, I and R)</p> <p>24. Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. (A, I and R)</p>
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <p>10. Excellent verbal and written communication skills (A, I and R)</p> <p>11. Excellent time management and organisation skills (A and R)</p> <p>12. High expectations of self and professional standards. (A, I and R)</p> <p>13. The ability to work as both part of a team and independently. (A, I and R)</p> <p>14. The ability to maintain successful working relationships with colleagues. (A, I and R)</p> <p>15. High levels of drive, energy and integrity (A, I and R)</p> <p>The successful candidate will be:</p> <p>16. Dedicated to promoting their professional development and achieving desired qualifications. (A, I and R)</p> <p>17. Able to plan and take control of situations (A, I and R)</p> <p>18. Supportive of our Christian Vision and Ethos (A and I)</p>	



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## ADMINISTRATION ASSISTANT JOB DESCRIPTION

### General Duties

- Welcoming first point of contact for pupils, staff, parents/carers/carers and visitors.
- Understand the Visitor Policy and ensure that its safeguarding protocols are adhered to. Keep a record of visitors entering and departing the school during the day.
- Monitor school entrance - ensure security & safeguarding protocols are communicated to and understood by all visitors at the school, e.g. wearing a name badge.
- Understand and follow emergency procedures
- Ensure the office area is welcoming and tidy.
- Ensure school files are kept up-to-date, such as ensuring the most recent copies of school policies are available on the shared computer system.

### Parental communication

- Review the classroom registers and telephone the parents/carers/carers of absent pupils to determine why they are absent.
- For those parents/carers who cannot be contacted, report the pupil's absence and follow the school's pupil absence management procedures.
- Telephone parents/carers to collect their child when required, e.g. because the child is ill
- Keep up-to-date with school events and its calendar so that queries can be answered quickly and accurately.
- Maintain confidentiality when handling potentially sensitive tasks regarding parents/carers and pupils, e.g. when a pupil is sent home due to illness.
- Use the email / text system to communicate with parents/carers

### Dinner Money

- Balancing and recording payments on SIMS
- Chase outstanding payments with parents/carers
- Prepare banking returns

### Nursery / Reception admissions

- Maintain a Nursery waiting list in accordance to the school admissions policy
- Once potential reception numbers are received via admissions, prepare a comprehensive spreadsheet for school admissions and Governors, adhering to our admissions policy
- Send letters to parents/carers offering places
- Arrange Nursery and Year Reception induction activities
- Record information on SIMS

### Administration

- Upon receiving daily attendance data, enter this accurately and promptly onto SIMS and produce attendance letters whenever required.
- Complete any financial duties, as delegated by the SBM.
- Maintain an up-to-date and accurate inventory of stationery and place orders wherever required.
- Employ an effective, thorough and accurate method for checking delivered stock, returning unwanted items, and arranging any repairs or servicing as soon as possible, wherever required.

- Maintain an accurate system for collecting, counting and recording money received e.g. in relation to voluntary contributions.
- Use the parental payment system to register trips.
- Ensure the confidentiality of any data is maintained, as per school policies.
- Ensure good lines of communication between the reception and the rest of the school by ensuring that the relevant information is communicated to the relevant people.
- Manage the school's calendar.
- Assist with the organisation of school visit, e.g. finding venues and contacting transport companies.
- Administer the EY milk and fruit & scheme

**Other duties**

- Attend any relevant training programmes, such as safeguarding.
- Occasionally required to work after school to assist with parent evenings etc.

Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. Our Administrative Assistant will, in addition, undertake such reasonable activities as the School Business Manager, Head Teacher and Governors may require, from time to time.

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable. Any major changes will involve discussion and consultation.