

# King's Academy Easthampstead Park

## Job Description - Administration Assistant

<b>Location:</b> Easthampstead Park	<b>Department:</b> Administration
<b>Pay Grade:</b> BG-J 11, £17,916 per annum (£11.13 per hr) includes London Fringe and Holiday Entitlement  <b>Hours:</b> 37 hours per week, Monday to Friday, 8am – 4pm (3.30pm Fridays) including a ½ hour unpaid break, term time only	<b>Accountable to:</b> Administration Manager / School Business Manager

### Designation of Post and Position within Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate

### Job purpose

To provide efficient administrative support to the school.

It is important that teachers at the school are supported in their task of presenting high quality documents and presentations to a wide variety of audiences including students, parents and governors. Documents and letters originating from the school need to be accurate and well presented, as they are a projection of the school image. Effective word processing is a key facet of the work as well as the ability to use other applications such as MS Excel, Publisher and PowerPoint and Google Mail, Docs and Sheets. Other key functions will include reception duties, supporting in the production of the documents produced, by assisting in the reprographics area during busy times and the input of data and operation of SIMS modules relating to student data.

Staff in the administration department support the school in all administration areas to ensure school systems function effectively; Reception, Administration and Reprographics. The successful candidate will be able to support across other teams, such as Student Welfare should the need arise, to the extent of the responsibilities in their current post.

### Designation of post and position within the Department Structure

The post holder's day to day working arrangements are under the direction of the Administration Manager but they are line managed by the School Business Manager as part of the Administration Team.

### Main duties and responsibilities

#### Reception Duties

- To provide a courteous reception service welcoming visitors and guests of the school.
- Receive, welcome, maintain a register of school visitors and allocate security badges as appropriate and refer

them to the relevant individual or department as appropriate.

- Preparation and filing of the staff signing in logs on a daily basis.
- Opening up and/or closing down of the telephone system and the school office daily.
- To act as a link between the school staff (teaching and support) and the customer (parents, teachers and students).
- Answering and connecting all incoming telephone calls, transferring calls forward quickly and efficiently to relevant staff and/or taking any necessary messages and passing them on to the person concerned; also ensuring any urgent messages are relayed to students and staff efficiently acting as a transmission centre.
- Supporting all students and staff with their enquiries to the school office.
- Liaising with teachers and tutors concerning any missing or absent students.
- Liaising closely with teachers, tutors and the Site Manager with the whereabouts of students attending sports events or functions.
- In conjunction with the school's Cover Manager, arrange 'real time' teacher cover requirements during the working day. Act as an 'office hours' point of contact for the notification of cover requirements and collate such detail for the Cover Officer.
- Regular check of school office email in-box when on reception duty.
- Relay and log messages to the On Tour member of staff on behalf of Raising Standards.

### **Administration**

- Providing secretarial support for the management teams and teaching staff ensuring complete confidentiality at all times.
- Ensuring the school 'branding' and high standards of presentation are consistently followed in all internal and external correspondence, mailings and presentations.
- Ensuring that all administration areas used by the school staff are fully resourced.
- General photocopying, word processing and administration as required.
- To keep the office and reception area presentable, tidy and in order.
- Receive incoming mail and deliveries and, where necessary, arrange for their delivery to the appropriate area of the school.
- Assist with the maintenance of the student database.
- Maintain a diary to include details of all significant school activities and pre notified visitors.
- Initiate action in response to queries and requests from parents and students.
- Sort and prepare outgoing mail for pick-up by the Royal Mail.
- Daily check of post for hand delivered mail to the school.
- Sorting and distribution of incoming mail.
- Collating and franking the outgoing post daily.
- Working with the Data Team to record and dispatch examination materials, including the dispatch of examination certificates to students.
- Preparing and updating the student and staff lists in preparation for Fire Drills and Fire Evacuation and take to the Fire Assembly point on hearing the alarm.
- Ensuring all school communication and notice boards are updated and positively presented in Reception, Conference Room and Family Room.
- Operate the school facsimile machine and the distribution of outgoing and income faxes.
- Updating student files in the School Office.
- Filing as required

### **Reprographics**

- To undertake general clerical duties and provide assistance in the Reprographics area as required by the Administration Supervisor.

## **General**

- Carry out such other duties as may be compatible with the nature of the post, as reasonably requested.
- Attending whole school meetings, Inset days and staff development and training sessions as required.
- To take part in the Appraisal Process in school, taking responsibility for your own professional development, undertaking training as appropriate
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.

For the school's administrative office to work efficiently it is essential that the plethora of enquiries and requests for information or assistance are managed effectively.

## **Scope of Job (Budgetary/Resource control, Impact)**

*There are no budgetary responsibilities linked to this role - budget responsibility is held by the School Business Manager as the Line Manager*

*The resources provided include access to a terminal for word processing; Google docs, SIMS system access - these resources are managed by the School Business Manager*

### **Impact on Community**

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

# Easthampstead Park Community School

## Person Specification - Administration Assistant

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Attainment of Level 2 qualification in Maths and English at grade C or above</li> <li>• First Aid Certificate to be obtained post appointment (the school will provide the training)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant work experience within a school or college environment</li> <li>• Knowledge of educational or LA administration systems</li> <li>• Ability to touch type</li> </ul>
<b>Competence Summary (knowledge, abilities, skills and experience)</b>	<ul style="list-style-type: none"> <li>• Experience of office administration packages and their application and use within a professional office environment:               <ul style="list-style-type: none"> <li>○ Word or Google docs</li> <li>○ Excel or Google sheets</li> <li>○ Outlook or Gmail - diary and email</li> </ul> </li> <li>• Organised</li> <li>• Effective time management</li> <li>• Effective oral and written communication</li> <li>• Ability to maintain strict confidentiality of information processed as part of the role</li> <li>• Be able to follow things through</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS applications</li> <li>• Ability to use and create databases</li> <li>• Website development and publishing</li> </ul>
<b>Work related personal requirements</b>	<ul style="list-style-type: none"> <li>• Deal sensitively with parent, pupils and colleagues in person and by telephone.</li> <li>• Professional, tactful and sensitive</li> <li>• Discreet and confidential</li> <li>• Ability to work on own initiative on your own and also within a team to meet deadlines and organise workload in a pressurised environment</li> <li>• Flexible with working hours</li> <li>• Enjoys working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared to attend school events and meetings outside of office hours</li> <li>• Be emotionally resilient and to be able to work with students and parents and carers who may have emotional and behavioural difficulties</li> </ul>
<b>Other work requirements</b>	<ul style="list-style-type: none"> <li>• A willingness to promote the ethos of the school</li> <li>• To take part in the Appraisal Process</li> </ul>	

	<p>in school, taking responsibility for your own professional development</p> <ul style="list-style-type: none"><li>• Able to identify training needs and participate in training and development activities to address these and share knowledge with others</li><li>• A satisfactory enhanced DBS check which the school will undertake for the successful appointee</li></ul> <p>You are to have read and understood at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" (KCSIE). This is available on the school website under information/policies. You will be asked to sign to confirm that you have, during your CP induction</p>	
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