



Job Description

School: PEAR TREE COMMUNITY JUNIOR SCHOOL
Post Title: School Administrative Assistant Level 2
Grade/Pay Range: Grade C points 4-5
Hours/weeks: term time only - 25 HRS 40 WEEKS PER YEAR (term time + 1 week)
Reporting to: Business Manager
Department/Team:

Overall Purpose of Post

To assist the Head teacher, Senior Leadership and School Business Manager in providing efficient and effective administrative support to the school.

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all School and Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- To operate all computer based administrative and financial systems within the school in a secure manner and provide appropriate support for new systems to meet the delegated responsibility of the school. Systems currently in use:
 - Scholarpack
 - Teacher 2 Parents
 - Tucasi
 - Marvellous Me
- To undertake administrative and financial tasks in accordance with agreed policies, appropriate legislation and financial regulations.
- To operate and maintain relevant equipment and ICT software packages (e.g. Word, Excel, databases, spreadsheets, and internet)
- To take responsibility for the collation of all pupil records, manual and computerised including the year 2 and year 6 transitions
- To lead on the administration of pupil appeals and admissions
- To lead on the administration of and collection of monies for school trips or in school activities
- To prepare and collate reporting and analysis of pupil reports that may be requested by Transform, DFE or Senior Leadership.

- To support in the completion of staff returns and any related routine enquiries
- To support in administering effective communication, internal and external through the distribution of email or letter
- To operate the school telephone system, monitoring and responding to calls as required.
- To undertake reception duties for parents, staff, pupils, visiting professionals and all personnel entering the site. To ensure that signing in procedures and security badge procedures are followed.
- To work in accordance with the Data Protection Act in respect of storing information, photocopying and display of word processed information. To destroy waste paper carrying sensitive information via the shredding system.
- To take responsibility for stock control and ordering of office supplies, equipment and school uniform.
- To apply first aid to pupils if required.

Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

Person Specification

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge and experience	<ul style="list-style-type: none"> Office and / or customer care experience Knowledge of general office procedures, including: <ul style="list-style-type: none"> Filing Letter writing / word processing Basic record-keeping Reprographics Receiving deliveries Spreadsheets Email and internet 		X X			
Skills/Abilities	<ul style="list-style-type: none"> Accuracy Keyboard / computer skills. Good literacy / numeracy skills. Ability to relate / communicate effectively to all stakeholders including key services. Ability to work as part of a team. 		X X X X X		X X	
Other	<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, data protection, confidentiality, health & safety and security, reporting all concerns to an appropriate person. Be aware of and support difference and ensure equal opportunities for all. Contribute to the overall ethos / work / aims of the school. Appreciate and support the role of the other professionals. Attend and participate in relevant meetings as appropriate. Participate in training and other learning activities and performance development as required. Be willing to undertake further training as necessary, in order to enhance service delivery. 		X X X X X X		X X X X	

P: Pre-application A: Application T: Test I: Interview D: Documentary evidence

Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks