

THE GARWOOD FOUNDATION

Job Description

POST:	School Administration Assistant - Full time
LOCATION:	Rutherford School
HOURS:	Monday to Friday - 8.00am to 4.00pm (<i>unless late finish due to whole school staff meeting</i>) An 8.00 a.m. start to the day is essential
HOLIDAYS:	Term time only
RESPONSIBLE TO:	Office Manager and Senior Management Team
REPORTING TO:	School Office Manager
SALARY SCALE:	Grade 3 scp15-17 (£18,936 - £19,623) pro rata (NJC Pay Scale 1 st April 2017)

ROLE OF RUTHERFORD SCHOOL

Rutherford School developed its curriculum from the Profound Curriculum and Routes for Learning and is delivered to pupils aged 2-19 years, who have profound, and multiple learning difficulties, severe sensory impairment and complex medical needs to enable each child to reach their maximum potential.

Purpose of this role

To report directly to the School Office Manager and the Senior Management, the School Administrative Assistant with the school office manager will ensure the smooth and efficient day to day management of the School Office, including reception, postal, telephone, hospitality facilities, and general administrative duties. This post will be line managed by the School Office Manager.

Specific Duties

1. To input data entry and production of basic reports
2. To receive admission enquiries from parents – take initial contact details from parents, arrange appointment times when requested
3. To act as first point of contact for the school either by telephone, email or face to face and contribute to the smooth running of the school's reception area
4. To locate children and staff in the school when required and pass to staff as appropriate urgent messages from parent/carers
5. To contact parent/carers/legal guardians for specific reasons when requested by staff and to request the collection of sick children on behalf of staff
6. To check availability of rooms for internal/external use as and when required

7. To liaise with school staff, contractors, external agencies and parents including emergency services, education social work, speech therapy and other services coming in to school
8. To arrange any hospitality requirements and meeting room facilities as and when directed
9. To oversee appointments and manage the school's electronic calendar
10. To meet and greet visitors; record and sign visitors in and out of the premises
11. To act as a contact for and liaise with school caretaking
12. To be accountable for controlled stationery
13. To ensure the maintenance of clear and robust administrative systems
14. To maintain reprographics equipment
15. To administer school trips, book coaches and arrange for cheques to be raised
16. To report faults and contact contractors
17. To assist with the production of school publications
18. To collate, printing and copying school reports
19. To be able to use appropriate IT software packages for the production of school publications and documentation
20. To ensure that an effective reprographics service is maintained, including supplies of paper etc.
21. To manage child protection and safeguarding data
22. To accurately record unauthorised absence, sickness and lateness, reportable monthly.
23. To prepare correspondence, collect fees and chase non payments
24. To ensure that all mail is sent, redirected and distributed accordingly
25. To prepare monies for banking and process petty cash claims and banking under the supervision/direction of the line manager
26. To raise cheques and collate when needed for class payments
27. To obtain quotes and carrying out basic liaison with contractors
28. To prepare orders for supplies through approved suppliers and for submission to line manager for authorisation and identification of budget code
29. To participate in training, other learning activities and performance development as required
30. To undertake any other reasonable duties as directed by the Head of School or Senior Manager.

Person Specification: School Administration Assistant - Full time

Experience

- Minimum of 2 years in a customer service/school environment
- Experience of general clerical and administrative duties
- Experience of general financial record keeping, including processing of purchasing documentation, cash handling and reconciliation

Practical Skills

- Effective use of ICT software packages, e.g. Microsoft Office
- Good numeracy and literacy skills.
- Ability to use relevant technology and equipment
- Accurate keyboard skills
- Excellent, courteous telephone and reception manner
- Ability to communicate clearly.
- Ability to prioritise workload.

Personal qualities and Attributes

- Ability to relate well to children and families
- Able to work constructively as part of a team, understanding the range of staff roles and responsibilities and own position in these
- Ability to recognise own training and development needs and willingness to participate in training and development needs
- Smart professional appearance
- Prepared to be developed professionally
- Empathy and understanding of integrated services for children and families
- Ability to be flexible and calm in the face of the unexpected
- Ability to work under pressure in a busy office environment
- Basic understanding of safeguarding children and vulnerable adults

The above job description is designed to give an overview of the tasks and responsibilities for this position it is not intended to be exhaustive. The Head Teacher or designated Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

Agreed by:

Post Holders Name and Signature:.....Date:.....

Managers Name and Signature :.....Date:.....