

Manchester City Council
Chapel Street Community Primary School
Job Description



Administrative Assistant – General, Grade 3
Schools

The post holder will report to the Compliance & Project Manager. Apart from other colleagues in school, the main contacts of the job are the Deputy Headteacher, School Business Manager, Head teacher, Inclusion Assistant Headteacher, teachers, other support staff, pupils and parents.

Main Purpose of the job

To provide a comprehensive administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters.

Organisation

1. To receive visitors to the school and communicate with courtesy and clarity to all staff, pupils, parents, visitors, outside agencies and wider community, including answering telephone and in person enquiries.
2. To meet, greet and escort visiting professionals around school.
3. To have oversight of relevant diaries (for staff and spaces) in relation to school activities and room bookings.
4. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc.
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff, Sections / Departments or Faculties, in relation to the organisation of school activities.

Administration

4. To provide general clerical and administrative support, for example, photocopying, filing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence.
5. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service.
6. To produce lists, information and data as required, for example, pupils' data, and to maintain and collate pupil reports.
7. To maintain manual and computerised records, and to use IT systems effectively to provide reports and statistics.

8. To assist with school administrative duties relating to examination invigilation where appropriate.
9. Arrange meetings and events and take notes and / or minutes at meetings to a high standard and / or to provide evidence for pupil records.
10. To collect and distribute incoming mail, despatch outgoing mail as appropriate.
11. To maintain records regarding relevant and appropriate budgets in liaison with the relevant school leaders and managers.
12. To gather, collate and file information from teachers and teaching assistants and distribute this information to other relevant staff as needed, maintaining files of evidence and records.
13. To undertake routine administration of school lettings and other uses of school premises.
14. To maintain display boards and to ensure these are refreshed regularly.
15. To administer school registration procedures in line with statutory requirements.

Resources

16. To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet).
17. To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required.
18. To operate uniform, snack and other 'shops' within the school.
19. To provide general advice and guidance to staff, pupils and others.

Responsibilities

20. Use initiative in time management to organise own workload in order to meet deadlines.
21. To provide cover for other administrative colleagues when required.
22. To assist in the supervision of students on visits, trips and out of school activities as required.
23. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
24. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
25. To be aware of and support difference and to ensure equal opportunities for all.
26. To contribute to the overall ethos, work and aims of the school.
27. To attend and participate in relevant meetings as required.
28. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
29. To undertake any other additional duties commensurate with the grade of the post at the discretion of the Head Teacher and to meet the needs of the school.

Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

	Name	Role	Signature	Date
Post Holder				
Line Manager				
Headteacher	Ella Hughes	Headteacher		

Manchester City Council

Person Specification

Administration Assistant – General (Grade 3)

Experience

Experience of general clerical, administrative and financial work

Qualifications/Training

Possess good numeracy and literacy skills

Knowledge/Skills

Ability to manage own workload effectively

Willingness to undergo minor first aid training

Ability to produce accurate written minutes /notes of meetings

Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing

Possess good keyboard skills in order to produce high quality documents

Accuracy and precision when preparing, maintaining and monitoring financial records and dealing with cash

Have a knowledge and awareness of the regulatory framework around education and schools

Ability to relate well to children and adults

Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Ability to identify your own training and development needs and cooperate with the means to address these needs

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check.