

**DYSART SCHOOL
JOB DESCRIPTION**



**Title : Administration Assistant
Grade : D15 –D20**

Purpose of the job :

- To work as part of the administration team in supporting the school in attaining its aims and objectives by providing the most effective and efficient service to the school.
- To provide a comprehensive, confidential administrative service to the school, supporting the development pupils.

Responsible to the Business Manager

Important Internal Relationships include:

Students	Principal	Vice Principal	Assistant Principal
Business & Operations Manager		Heads of Department	Teaching and support staff
Office Staff	Governing Body	OHCAT Staff	Premises Team

Important External Relationships include:

Parents	Local Authority	Community & local schools
Physio Team	Speech & Language Team	School Nurse
Transport provider	Respite & After school care	
Social Services	Psychology Service	

Core responsibilities :

Reception

- To greet visitors at reception providing advice and information when necessary, seeking assistance if needed.
- To be aware of and remain alert to basic security of the building following school procedures; ensuring that all visitors sign in using the entry system and confidentiality is maintained in the office area. To ensure all regular visitors including agency staff are given an entry card and put onto the system.
- Ensuring that a tidy, safe and GDPR compliant environment is always maintained.
- To answer the telephone promptly and politely, taking clear and accurate messages to pass onto the relevant person as soon as practicably possible.
- To transfer telephone calls promptly and efficiently recording all relating information in the appropriate places.
- To show visitors and prospective parents around the school facilities.

Administration

- To undertake general typing and clerical duties; arranging appointments in liaison with the Admin Co-ordinator.
- To produce and send invitations to school events; distributing according to current lists.
- To distribute the calendar of events to all staff on a weekly and daily basis including a half termly reminder to SLT for upcoming events.
- To collate class supplies, cooking and other curriculum resources orders on weekly basis

entering on line.

- To organise the orders for class supplies, cooking and other curriculum resources ready for classes to collect, ensuring that delivery notes are checked against goods received.
- To check against class requests and permitted goods before authorising the on line shopping orders; updating information on the excel spreadsheet.
- To process contribution requests to parents/carers half termly for various things, including class fund and horse riding.
- To open, date stamp and distribute all incoming mail as a priority on a daily basis. Check the post box on a regular basis.
- To check the office email in box and forward all necessary emails to the relevant people in the absence of the Admin Co-ordinator.
- To receive deliveries to the school; dating and signing delivery notes.
- To scan any invoices or financial document to the finance department.
- To organise and maintain a clear and effective filing system.
- To archive of records as specified within Records and Retention documentation.
- To carry out photocopying in relation to job and as requested.
- To monitor stationery stock levels at the end of each half term so that teaching resources are readily available, completing order request forms ready for budget holder authorisation.
- To organise the volunteers and work experience placements liaising with external organisations and ensuring that all the necessary checks are in place prior to the volunteer/ students starting their placement.
- To put together induction packs for new staff.

Finance Administration

- To prepare and raise requisitions, and when necessary, chase purchase orders on receipt of authorised order requests by the appropriate budget holder, recording details of any communication.
- Ensuring all that all goods are received in line with the order and delivery notes are checked; scanning and /or receipting them on the finance system to maintain records.

Pupil Lunches

- To produce and collate lunch information to classes on a weekly basis.
- To produce daily lunch requirements for the catering staff.
- To record daily uptake of lunches and complete lunch monies using SIMS.net dinner money package.
- To liaise with catering staff to finalise lunch menus.
- To produce the letters requesting lunch monies to parents on a half termly basis.
- To keep the Business Manager informed of any outstanding lunch monies balances on a regular basis.
- To ensure that parents are informed when their child is transitioning from UIFSM to a paid meal.
- To keep Sims up to date with the correct student meal types.

Class money

- To ensure the processing of requests to parents/carers contribution towards class money

is sent out on a half termly basis; collecting and recording monies as received.

- To oversee the distribution of orders for class supplies, cooking and other curriculum resources, ensuring that it is carried out on a weekly basis and orders are placed on line.
- To check against class requests and permitted goods before authorising the on line shopping orders; updating information on the excel spreadsheet.

Pupil Attendance data – SIMS.net

- To follow up on any missing attendance data on Sims and supporting class staff when necessary in completing their registers.
- To enter attendance data from class registers on a daily basis.
- To maintain attendance records and class registers.
- To follow up any unexplained pupil absences with parents. (Shared responsibility)

Transport

- To produce weekly transport information sheets for bus folders.
- To ensure all bus folders are received from transport staff on a daily basis; noting all pupils who are absent and advising classes.
- To ensure weekly respite information is received and transferred to appropriate bus folders.
- To ensure pupil transport contact details are kept up to date.
- To process all transport requests received from class teachers; arranging by sending emails to the transport provider.
- To cancel or rearrange when necessary any pre booked transport.

General

- To ensure that all meeting rooms are set up and ready in advance of any meetings that are on the school calendar.
- To maintain the school notice boards at the front of the building and in the staff room and family room; displaying appropriate information.
- To maintain the family room ensuring that it is kept tidy and presentable at all times.
- To ensure that the photocopiers are kept stocked with paper and that additional toners are available when needed, ordering when required as well as ensuring that this area is kept clean and tidy.
- To work in an organised and efficient manner.
- As and when necessary complete any Friends of Dysart School (FODS) related admin tasks as directed by SLT.

Training can include:

- Attending all whole school INSET days sessions including twilight sessions and other training as requested by SLT.

Miscellaneous can include:

- To work in an organised and efficient manner, ensuring that all documents are filed.
- Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct.
- Understanding and working in accordance with the OHCAT Equal Opportunities, Health &

Safety and other relevant policies.

- Undertaking other duties as required by SLT, which are considered to be commensurate with the job purpose and grading.
- Covering duties in the absence of the admin co-ordinator.
- Maintaining a professional relationship with other members of the office team.
- Sharing OHCAT's commitment in safeguarding and promoting the welfare of children and young people.
- Maintaining confidentiality at all times.
- As an initial point of contact to visitors to the school ensure that you maintain a professional personal appearance that is consistent with the school's ethos and values.

Whole-school responsibilities

- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the school.

Signatures :

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

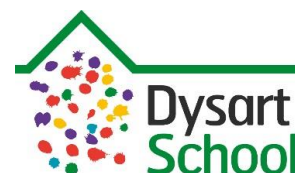
This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed.....

Signed

Date.....

Date.....



**Admin Assistant
PERSON SPECIFICATION**

Essential	Desirable
Qualifications	
GCSE grade A – C English and Maths or equivalent	First Aid qualification
Computer literate with for example Word, Excel and Publisher, Emails.	
Experience/Knowledge	
Experience of working in an office environment	
	Demonstrate a strong desire to develop knowledge of the role, learn new skills and take on new challenges.
Skills and abilities	
Ability to work constructively as part of a team	
	Ability to communication effectively with a range of people.
	Excellent listening skills and the ability to follow instructions.
	Well organised and practical, flexible approach and ability to remain calm under pressure.
	Sense of humour.
Additional Factors	
Commitment to promoting and safeguarding the welfare of children.	
Have a caring and positive nature.	
Prompt and reliable approach to work.	
Attendance on the structured learning programme and undergo other training appropriate to the post.	