

Principal
Mrs N Damms
BSc (Hons) Q.T.S



Burtens Way
Smith's Wood
Birmingham
B36 0SZ

Tel: 0121 779 8050

Job Purpose

The Administration Assistant will be required to provide Business and Administration support to our OFSTED 'Outstanding' academy.

Duties and responsibilities

- To be responsible for the administration of all pupil and staff data on the school MIS system
- To be responsible for the admissions and leavers process for pupils and staff.
- To support the Family Support Worker and Attendance Officer by ensuring daily attendance information is accurate and up to date, ensuring that all attendance marks and reasons are obtained and recorded.
- To process the termly census and annual assessment data.
- To be responsible for the personnel administration of staff – including recruitment, DBS checks, new starter paperwork, record and process absences and overtime to the payroll department, book and record CPD, staff absence insurance, and maintain personnel files.
- To be responsible for the academic year-end process including ensuring pupil reports are produced as per requirements and distributed, admission meeting paperwork for new parents, MIS system academic year transition.
- To become confident and familiar with the school's administrative systems for effective communication within the school.

Administration

- Provide effective administration support to school, working as an individual or as part of office team as required.
- Manage manual and computerised records, ensuring accuracy in information systems.
- Good working knowledge of Microsoft Office (especially Word and Excel).
- Assistance at Reception if required.
- Other duties as may be appropriate to achieve the objectives of the Academy.

Other Duties

- To be first aid trained and be prepared to provide emergency first aid to students, staff and visitors as necessary.
- Administering prescribed medication to named pupils following appropriate professional training.

General

- Contribute to the overall ethos/aims of the academy with a 'positive, can do' attitude and a good sense of humour
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.
- Undertake any other task, as deemed appropriate by a senior member of staff (Head Teacher or School Business Manager)

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

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Person Specification

| Criteria (Essential and Desirable) | | Essential | Desirable |
|--|---|-----------------------------------|---------------------|
| Knowledge, Understanding and Experience | <ul style="list-style-type: none"> • Experience of working in a school office • Knowledge of SIMS or Arbour & ParentPay • Experience of attendance administration in a primary school • Experience of processing schools census and assessment data • Experience of adaption to new IT platforms in a school • Good organisation skills • Ability to work on own initiative • Able to work as part of a team | ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ |
| Qualifications and Training | <ul style="list-style-type: none"> • Minimum of 5 GCSEs at Grade C or above including Maths and English • First Aid Qualification (training will be available for the successful candidate) | ✓ | ✓ |
| Skills and abilities | <ul style="list-style-type: none"> • Competent IT skills including Microsoft Excel and Word • Excellent communication skills and ability to deal with a range of internal and external stakeholders • Ability to work under own initiative and seek management assistance when appropriate. | ✓ ✓ ✓ | |
| Personal Qualities and Attributes | <ul style="list-style-type: none"> • Self Awareness: learns continuously and effectively adapts behaviour in response to feedback. • Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity. • Communication: shares and listens to information, opinions and ideas, using a range of effective approaches. • Service Delivery: understands stakeholder needs and responds appropriately. • Ability to identify own training needs and willingness to participate in training and development opportunities • Presents professionalism, honesty and integrity at all time. • Comply with Trust's commitment to the protection and safeguarding of children | ✓ | |