**School Administration Assistant**

Grade: H2 to H3 depending on experience

The main purpose of a school administration assistant is to support the smooth and efficient operation of a school by handling administrative and clerical tasks under the management and guidance of senior staff.

**Key Responsibilities:**

1. Ensuring safeguarding and other relevant school policies and procedures are followed at all times
2. Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, action as required and forwarding emails to relevant staff.
3. Providing a professional and organised administrative service to Hertford Heath School
4. Undertaking IT based tasks including correspondence to key stakeholders, maintaining spreadsheets, databases
5. Making arrangements for school visits, meetings and events. Updating the school calendar and school website calendar as required
6. Maintaining pupil data and entering data onto school systems and assisting in preparing reports as required
7. Basic bookkeeping e.g. maintaining excel spreadsheets, creating invoices etc.
8. Ensuring data (paper and online) is handled in line with privacy regulations and school policies.
9. Weekly ordering of stationery and school supplies as requested by school staff
10. To receive deliveries, check and arrange orderly and secure storage of supplies.
11. Occasionally handle cash e.g., for school visits, dinner money, school milk.
12. Very occasional cover for break/lunch duties

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The school has a team of administrative staff who provide the full range of reception and administrative functions.
* Follows instructions or set routines. Decisions relate to own daily workload.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.

**Knowledge, Skills & Abilities**

* Requires knowledge of a range of administrative support tasks and office and related school procedures and systems equivalent to national qualifications level 2.
* Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.
* Standard keyboard skills, use of office equipment.

**Supervision**

* Follows instructions or set routines.
* Decisions relate to own daily workload.
* The post holder will have no supervision responsibilities of other staff.
* May demonstrate administrative duties to new or less experienced staff.

**Problems, Demands & Decisions**

* First point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
* Concentration for undertaking administrative tasks.
* Exposure to emotionally demanding situations is infrequent.
* Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

**Dimensions**

* May handle small amounts of cash.
* Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range.

**Physical Effort**

* Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

**Working Environment**

* Work is normally carried out in an office environment.