



Job Title: Admin Assistant	Grade: Scale 14-18
Department: Administration	Accountable to: Operations Manager
Contractual Terms: 37 hours per week term time + 10 days	Responsible for: N/A

Overall Purpose of the Job:

To provide a courteous and efficient reception and administrative service for the School, promoting an efficient and professional image.

Key Duties and Responsibilities:

Reception Duties

Student Reception

- Dealing with general enquiries and visits to the student reception, providing first line response for enquiries, either deal appropriately with such enquiries or redirect them as necessary
- Meeting room diary management and room bookings
- Answering incoming phone calls, dealing with enquiries and message taking
- Additions to school calendar
- Additions to electronic visitor system and assisting with Students arriving late
- Completion of general administration duties (filing / photocopying etc.)
- To keep reception area orderly, tidy and safe

Visitor Reception

- To receive visitors to the school and handle their queries; ensuring the visitors' book is maintained at all times and issuing visitors with badges as appropriate;
- Oversee signing in/out of visitors and, in collaboration with other admin staff, ensure that the visitor records are maintained at all times and visitors are issued with visitor badges;
- As the first line response for enquiries, either deal appropriately with such enquiries or redirect them as necessary;
- To keep reception area orderly, tidy and safe

Telephone

- To operate the switchboard, dealing with incoming and outgoing calls and queries arising in a professional, prompt, efficient and courteous manner: taking messages for staff as necessary, delivering messages efficiently using the most appropriate method
- Be aware of when a call needs to be escalated for immediate response and take appropriate steps, including when a more urgent response is required

Admissions and Appeals

To contribute to and support the School Admissions Team by:

- Processing registration forms and logging applications on a database
- Liaising with Granada Learning (GL) with regard to the timing and administration of the fair banding tests
- In collaboration with the Admissions team organise the fair banding assessments in school
- Processing letters and information to parents/carers with regard to fair banding assessment
- Liaison with the Local Authority (LA) admissions team with regard to School Admissions Module (SAM) and admissions
- Together with the Admissions team update the profile of applicants on the LA SAM
- Processing appeal forms and logging appeals on a database
- Attend and provide administrative support on day of fair banding assessments
- Provide advice and information for all admissions enquiries

Reprographics

- Responsible for reprographic requests for school, photocopying, binding and laminating as and when required;
- Preparation, production and distribution of New student parent data pack
- Preparation and production of Form tutor packs
- Assist with preparation and distribution of School Planners

Pupil Record Maintenance

- New entry data input onto SIMS
- Ensure up to date pupil records are held on SIMS updating with amendments as necessary;
- Issue data collection sheets annually in September, chasing up returns promptly to ensure a 100% return and updating pupil records accordingly.

Staff typing/word processing

- To undertake general word processing duties as required for staff e.g. worksheets, educational visit letters etc... ensuring letters are 'house style' in presentation;
- To undertake administrative duties including filing, faxing, photocopying and distribution of documents as required.

Events

Provide all administrative support for whole school events:

- Celebration events - processing programme, ordering book tokens, sending out letters to guests, parents and pupils, typing out all book plates
- Assisting with the Primary Phase Prize Giving
- Open Day – Preparation and production of programme
- Performing Arts events etc. – produce programmes and tickets
- Arrange for collection and monies from pupils for non-uniform days and charity events
- Preparation of documents for Parents' evenings, as required

First Aid

- Attend First Aid courses on 3 yearly basis or as required;
- Attend to pupils requiring First Aid treatment and contact parents with details of any necessary requirements;
- Complete First Aid book (in Medical Room) of any actions taken together with all relevant details.

Other Duties

- Daily attendance management for allocated year group(s)
- Daily use of SIMS & Classcharts database;
- Regular monitoring of the info mailbox and action e-mails as required;
- Fire Drill – assist other administrative assistants with the collection of secondary phase registration lists, the daily list of absent pupils, pupil signing in/out sheets and visitor registration sheets and proceed to assembly point. Issue form tutors with registration lists and report to Deputy Head;
- Use text/e-mail messaging service as required to communicate with parents;
- To oversee the Lost Property, issuing notice to staff and pupils as appropriate;
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Operations Manager from time to time, in consultation with the post holder.

Generic Duties and Responsibilities for all Batley Grammar School Staff

Data Protection

- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Child Protection

- Work in accordance with the school policies and guidance on Child Protection, undertaking Child Protection training as required on a regular basis and reporting any concerns to the Designated Person.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

Professional Standards

- Maintaining appearance and dress appropriate to the job for which staff have been employed.
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;
- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
- Upholding the professional integrity of the School;

- Use the Performance Management process to enhance your own practice in line with the school's aspirations and priorities;
- Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
- Actively sharing feedback on School policies and interventions, as appropriate;
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Headteacher.

Additional Information

- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

QUALIFICATIONS AND TRAINING	Essential	Desirable	Identified by
NVQ level 2 or equivalent in literacy and numeracy or equivalent.			Application
IT literate including Word processing / data processing/ spreadsheets/ e-communications.			Application References
Evidence of self -development including having successfully completed recognised qualifications			Interview
Willingness to undertake training to develop skills in order to take a proactive role in administration.			Application References Interview
SKILLS and EXPERIENCE			
Experience in organising and managing administrative systems and procedures in a busy office environment			Application References Interview
Ability to work under limited supervision, including determining and organising information; to manage own workload, to work under pressure and with initiative.			
A working knowledge of Management Information Systems (MIS), including the ability to create and run reports and input data and information.			
Experience of face to face contact with students and parents in an educational environment.			
An understanding of child safeguarding and school policies			
PERSONAL SKILLS AND ATTRIBUTES			
Strong timekeeping skills and ability to work to deadlines			Application References
Hardworking and committed			

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.