



SURFLEET PRIMARY SCHOOL	
DEPARTMENT: Administration	
GRADE: Scale 3 Point 6	
JOB TITLE: Assistant Administrator	
REPORTS TO: PA to CEO	
1.	<p>PURPOSE OF THE JOB</p> <p>To assist the administration team in the provision of clerical and administrative duties.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>To carry out telephone, reception and messenger duties.</p> <p>To provide administrative support, including filing, word processing and reprographics work and data input.</p> <p>To open, distribute incoming mail, record and send outgoing mail.</p> <p>Receive incoming goods and check against orders as required.</p> <p>To assist the arrangement of routine in school activities such as medical\dental examinations, school photographs, induction evenings etc.</p> <p>To assist with the general administration of work experience, school trips etc.</p> <p>To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.</p> <p>To assist in the compilation, maintenance and analysis of registers.</p> <p>To maintain such records as may be required, including admissions, leavers, staff and student records.</p>



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	<p>To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.</p> <p>To input data onto computerised systems e.g. Integris/CPOMS/SAM/Parentpay (or other database software) as required.</p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>Not applicable.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>High level of initiative needed in order to ensure that attendance systems and procedures are up to date and effective.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Day to day contacts with parents/carers, staff and external bodies on routine matters.</p>
6.	<p>DECISIONS</p> <p>Liaise with Administration Team and pass on relevant information to Head Teacher, SLT and staff.</p> <p>a) Discretion Work is carried out within clearly defined policies and procedures; advice can be sought from line manager.</p> <p>b) Consequences Impact on school administrative processes, which is likely to be easily identified and remedied.</p>
7.	<p>RESOURCES</p> <p>General office equipment needed to carry out tasks, such as PC and audio equipment.</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands Work is subject to many interruptions from reception/telephone duties; this is part of the role and does not cause any significant change to the overall tasks to</p>



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	<p>be carried out.</p> <p>b) Physical Demands General office work, may involve long periods of working at a computer.</p> <p>c) Working Conditions Work is carried out in a well-lit/ventilated office environment.</p> <p>d) Work Context Contact with parents/carers, pupils and employees on matters which are routine and non-contentious.</p>
9.	<p>GENERAL</p> <p>a) Work Demands – Predominantly office based.</p> <p>b) Physical Demands –Able to deal with sensitive and potentially distressing situations, potentially confrontational parents and students. Ability to handle many tasks at the same time.</p> <p>c) Working Conditions – School office/front of house.</p> <p>d) Work Context – School environment.</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated by HR Solutions using the GLPC Job Evaluation scheme.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. 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. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Equal Opportunities - The post holder is required to carry out the duties in accordance with the school’s Equal Opportunities policies.</p> <p>Health and Safety - The post holder is required to carry out the duties in accordance with the school’s Health and Safety policies and procedures.</p> <p>Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>	



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Applicants will be required to undertake an enhanced DBS check.

	NAME	SIGNATURE	DATE
Job Description written by (Manager)			
Job Description agreed by (Postholder)			



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