



JOB DESCRIPTION

Job Title:	Admin Assistant
School:	Chingford CofE Primary School
Division:	Schools
Grade: Range:	Scale 3
Responsible to:	£27030
Responsible for (where relevant):	SBM/Headteacher/DHT

Chingford CofE Primary is a split site school and you will be working across both sites. General working hours will be 8.30am – 4:30pm with half an hour for lunch 3 x week and 10am – 6pm 2 x week.

Why work for us:

- Cycle 2 work scheme (staff have the opportunity to purchase a bike from a range of providers making a tax saving and also keeping fit at the same time)
- Eye test (staff using computer equipment may be entitled to reimbursement of some costs associated with eye testing and frames)
- Work place options - free confidential counselling, help and information service from a range of everyday matters.
- Staff car park available on both sites and also surrounding roads have no parking restrictions
- Commitment from the school to your CPD

The successful applicant must be:

- Dependable, reliable and honest with a can-do attitude
- Able to manage time effectively and have high expectations of themselves

Job Purpose

The administrative assistant/officer is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities:

General administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

- Reception: Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Security:

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Keep the School's Single Central Record up to date

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents through Parentpay
- Carry out financial administration in line with the school's procedures
- Order resources under direction of SBM/Headteacher

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Safeguarding:

Chingford C of E Primary School is committed to safeguarding and promoting the welfare of children and young people as its number one priority and we expect all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974. Successful applicants will undergo child protection screening, including checks with past employers and the Disclosure and Barring Service DBS. We may choose to undertake an on-line search of candidates. The school aims to promote and ensure opportunity and equal treatment for all. Further information about the school can be found on our website www.chingfordcofe.org.uk

All completed applications should be returned to Recruitment, Chingford CofE Primary, Kings Road, E4 7EY by Monday 3rd June 2024 or via email to school@ccofe.waltham.sch.uk by noon.

Equal Opportunities:

The Admin Assistant will ensure that everyone is treated with equal opportunity regardless of race, gender or disability. As a school we readily promote equality and diversity principles that underlie the Equality Act 2010. We have three aims, which are to:

- To eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity for different groups
- Foster good relations between all people within the school and the community

The Admin Assistant should project an image and service which is consistent with the policies of the school and Local Authority, when communicating and liaising with all adults and children within the Education Service and with whom he comes into contact.

Other requirements:

- To have an up-to-date Enhanced DBS certificate.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively