





GREAT SANKEY HIGH SCHOOL

ADMINISTRATION ASSISTANT

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL JOB DESCRIPTION

Essential Purpose: To support with the administration and organisation of all departments of GSHS.

Core Purpose: We are looking to appoint an administration assistant to work as part of a team in our busy School office, to undertake administrative duties including reception duties. The core purpose is to provide a comprehensive and efficient administrative service to SLT, Heads of Year and all departments of the school. The successful candidate must be pleasant, helpful, committed, enthusiastic and trustworthy.

Responsible To: Office Manager

To report to the CEO, Headteacher, Governors, the SLT, Examinations Officer, IT Manager, Teaching staff, other Support Staff and students, as well as external contacts.

Key Purpose:

ADMINISTRATION

- To work as part of the Office team and support office colleagues whilst contributing to the vision and ethos of the school, and set high personal standards in all areas of work.
- To support general office requirements including filing, laminating, completion of forms, sorting out ingoing and outgoing mail etc.
- To support the reprographics department, including photocopying and stationary orders.
- To undertake typing/word processing tasks accurately and in a quick and efficient manner as required, e.g. support the Attendance Officer, Education Welfare Officer and Heads of Year by producing the range of required Attendance letters and Registration Certificates if and when necessary.
- To maintain and update manual and computerised records / management information systems as required including production of lists / information e.g. SIMS data.
- Managing diaries.
- To carry out other general administration duties as instructed i.e. taking minutes of meetings and to provide support to the organisation of Open Evenings as necessary.
- To support all arrangements for Curriculum Evenings.
- To assist with the development and creation of student planners and Year 11 Year books as and when necessary.
- To assist and support the Library, including librarian duties.
- To assist and provide cover to other departments as requested.
- To manage and ensure the smooth running of the school's reception, postal, telephones, stationary and hospitality facilities.
- To assist with arrangement for educational visits including liaising with EVO, preparing letters, collection of monies and recording payments.
- To liaise with teacher responsible for After School Clubs and prepare paperwork and collection of money on a termly basis.
- To enter pupil information into the SIMs database such as medical, consents, dietary, photograph permission information.
- Filing and archiving of records
- Dealing with, forwarding and responding to emails received by or being sent by school

- Event planning and catering for courses
- Comply with and assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To assist with the management of the school's policies, working with the Deputy Headteacher to ensure that they are compliant; reviewed, updated and approved by Governors before publication on our website. Maintain the spreadsheet to ease of access.

RECEPTION COVER

- To handle outgoing and incoming calls—transferring calls to the appropriate member of staff/ or taking messages
- Ensuring that all enquiries are dealt with effectively and efficiently
- Responsible for visitors entering the school site via the Bio-metic gate system
- Monitoring visitors/students and issue passes, and signing of visitors in and out of school, in according with the school's Safeguarding procedure.
- Ensuring the school's safeguarding procedures are adhered to in relation to visitors, parents, supply staff, extended service providers etc who arrive at the school's Reception area.

COMMUNICATION SKILLS

- Form positive relationships with all school related personnel through a calm supportive approach.
- Make accurate judgement of situation and refer to other staff where appropriate.
- Recognise and respect confidentiality of information.
- Share expertise in office procedures

GENERAL

- To assist the Office Manager with administration to ensure things run smoothly.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work aims of the School
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development
- To undertake any other reasonable duty that the headteacher deems necessary to ensure the smooth running of the school.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To work with our principal First Aider to ensure that students and staff have access to assessment and First Aid treatment and that procedures are followed in accordance with school guidelines.

Note: This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for School Administrator

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
5 GCSE's A -C	Х		AF
NVQ level 2 in Administration, Business Studies or equivalent		х	AF

[B] Experience

	Essential	Desirable	Source
Experience of working in a school office environment		Х	AF/I
Previous experience as a Receptionist		Х	AF/I
Previous experience of working in a busy office environment		х	
Good Experience of using Microsoft Office including Word and Excel to produce documents and work to deadlines to produce accurate documents.	х		

[C] Knowledge/Understanding

	Essential	Desirable	Source
Knowledge of SIMS		х	AF/I
Good knowledge of Microsoft applications	Х		AF/I
Knowledge of Data Protection requirements (GDPR) and understanding of confidentiality.	х		AF/I

[D] Personal Qualities and Skills

Ability to work effectively under occasionally stressful circumstances.	Essential	Desirable	Source
Ability to build and maintain successful relationships with all parties (staff, students, parents and outside agencies) treating all consistently	X		AF/I
and appropriately. Ability to use basic communication skills to communicate appropriately and effectively with a variety of parties at a wide range of levels in a sensitive manner adapting to circumstances as required.	х		AF/I
Well organised and able to work to strict pre-set deadlines.	Х		AF/I
Ability to work on own initiative follow detailed instructions.	х		AF/I
Excellent attention to detail.	Х		AF/I
Willingness to undertake training as required.	х		AF/I
Ability handle small amounts of cash or equivalent.	Х		AF/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	х		R
DBS Clearance post appointment	х		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)