

Lytchett Minster School

Job Details and Person Specification

Post: Administrative Assistant - General
Job ref: XS 8.d Dorset Grade 4
Reports to: Head's PA



Main job purpose

The postholder will be responsible for providing efficient administrative and data support within the school. The postholder will be required to provide administrative support to multiple faculty areas and House offices as the need arises. The postholder will have regular responsibilities to include being responsible for updating the bulletins and screens around the school site on a daily basis and for collating the extra-curricular clubs in readiness for publication to parents. They will also oversee the trips admin processes. This will include setting up trips, chasing outstanding payments, creating registers and ordering Free School Meals where required.

The postholder will be required to undertake relevant First Aid qualifications and will deputise for our main school First Aider in their absence. They will also play a pivotal role in overseeing the immunisation programme by ensuring that parents receive relevant information and students are collected from lessons at the relevant times.

The postholder will provide lunchtime and overflow cover for the main school reception area.

The post will provide plenty of variety each day, given the range of challenges, students and tasks involved. The postholder must be able to work flexibly, be able to plan, prioritise and manage time effectively. As a member of our school administrative support team you will also be expected to work flexibly in support of wider school events and priorities as they arise, which could include assisting with the running of the school photo process, reprographics and other school office duties. There may be the occasional need to help out with the exams invigilation team during peak times.

The school environment is busy with conflicting deadlines and frequent interruptions; the role will require you to be focused on the prime objective of supporting members of staff in the delivery of the highest quality education. The post will involve direct contact with students on a daily basis.

As part of the support provided, you will, at times, deal with confidential material and will communicate frequently with parents by telephone. Training will be provided in school policies and procedures relating to student management and referral. On occasion, students who have misbehaved will need to be supervised for a short time. Building positive relationships with students is essential to this role.

House and main school office duties

There are a number of daily administrative routines that you will be required to cover, such as:

- Helping to run the Lytchett Services shop each morning 8.45-9.15am (uniform/equipment).
- Chasing up electronic registers
- Logging student attendance and calling home to parents regarding absent students

- Ensuring that students not attending lessons (e.g. due to assessments, trips etc) are promptly recorded on Arbor
- Franking and distributing post
- Maintaining accurate student records on Arbor including chronologies where appropriate
- Photocopying
- General reception duties – to include: greeting and receiving visitors to the school and answering telephone calls
- Typing students' work, exam scripts, display information, ordering books and distributing them, posters and timetables
- First Aid
- Preparing refreshments for meetings
- Ensuring the main school office is tidy and hazard free

Person Specification

- 5 GCSEs (or equivalent) including English and Maths at grade C or above
- Excellent and proven organisational skills
- The ability to work to deadlines
- The ability to work with and improve systems
- A problem solving approach
- An aptitude for accuracy and detail
- Excellent ICT skills, including Excel
- The ability to work with young people and colleagues at all levels
- Previous school experience including the use of Arbor and ParentPay is desirable
- A First Aid qualification, or willingness to undertake the relevant qualification, would be an advantage

Conditions of Service

Salary Grade:	Grade 4 (spinal column points 4 – 5)
Salary rate:	£13.05 - £13.26 per hour £19,967 - £20,282 per annum
Contractual hours:	35 hours per week 8.30am – 4.00pm, Monday to Friday
Contract type:	Permanent
Contractual weeks:	Term time only (38 weeks, not including INSET days. Any INSET Days worked should be claimed as overtime. Please note that all staff are expected to attend the first 2 INSET days in September each year).
Annual Leave:	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time