**GUILDFORD GROVE PRIMARY SCHOOL**

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| JOB DESCRIPTION |
| Job Title: | School Admin Assistant |
| Pay scale: | LPT4 (currently £23,072 - £24,836 FTE) |
| Working hours: | 21 hours per week over 3 days 40 weeks a year 8:30am - 4:00pmWorking days to be agreedFlexible hours will be considered for the right candidate |
| Reports to:  | School Business Manager |
| Key Relationships: | School Business Manager, Assistant School Business Manager, admin team, staff, pupils, parents |

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| Job Purpose |
| To provide professional and customer focused clerical and administrative support as a key member of the school’s office team. |

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| **Key Responsibility Areas** |
| To provide practical day-to-day administrative support and general assistance in order to meet the varied and changing organisational needs of the school.To support the work of the Business Manager in the day-to-day marketing and promotion of the school to internal and external stakeholders using a variety of communications including social media and the school website.To liaise with school staff and others outside the school including parents, professional associations, and the local community, in a highly professional manner and representative of the high standards of the school. |

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| **Core Purpose of Role***This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities* |
| **General*** Work with other members of the school office team to provide a consistent, calm, and welcoming reception for parents, children, staff, and visitors
* Receive and handle telephone calls, face-to-face and email enquiries in a professional manner which reflects the profile of the school
* Manage all visitors in accordance with the school’s safeguarding procedures
* Take messages for staff and children and distribute as required
* Provide first aid for pupils, including administration of medicines, in accordance with school policy
* Receive and sort deliveries efficiently and in accordance with school procedures
* Communication with parents and staff via Iris ParentMail
* Adhere to the General Data Protection Regulations at all times when handling information
* Undertake any other duties as can reasonably be expected to support colleagues in the effective running of the school

**Administration:*** Working with office team, update and maintain various school databases
* Administration and reconciliation of school meals, including management of Free School Meals
* In conjunction with admin team colleagues, maintenance and monitoring of main school email account
* Support with school trip administration

**Communications*** Support the School Business Manager in the promotion and marketing of the school through its website and social media channels
* Assist the Senior Leadership Team with marketing campaigns to support pupil recruitment through advertising of open events and parent tours
* Support in maintaining the school’s website, updating curriculum and other useful information as required
* Ensure that the website reflects the schools’ vision and marketing aims

**Other*** Employees are expected to work in a way that supports the school’s vision of high aspirations and a passion for lifelong learning for all children
* Employees are expected to comply with any reasonable request to undertake work of a similar level not specified in this job purpose
* All employees are expected to follow the Staff Code of Conduct and are thereby required to have due regard for safeguarding, data protection, health and safety in the workplace regulations, promote equal opportunities, exercise professionalism and uphold the values of member schools and Learning Partners Academy Trust
* All employees must be committed to their own continued professional development and appraisal and to undertake INSET and training as identified through annual performance management
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| PERSON SPECIFICATION |
| Qualifications | Essential/Desirable |
| Good standard of general education with at least GCSE grade C/4 or above in English and Maths or equivalent experience. | E |
| Experience | **Essential/****Desirable** |
| Previous experience of working within a customer focused or support team.Previous experience within a busy, pressurised office environment.Experience of using databases/administrative systems.Experience of working in a school environment. | EEED |
| Knowledge and Skills | **Essential/****Desirable** |
| Able to communicate effectively both verbally and in writing.Strong interpersonal skills.Proficient in the use of Microsoft Office.Well organised and able to manage and prioritise a diverse workload to meet deadlines whilst maintaining a high standard.Strong attention to detail.Able to remain calm under pressure. | EEEEEE |
| Personal Attributes | Essential/Desirable |
| Enthusiasm and a positive outlook.Empathetic and sensitive to others.Able to work as part of a team with a strong focus on working together to achieve results.Willing to take on or try new approaches and ideas.A positive attitude towards professional development and your own learning.Reliability and integrity. | EEEEEE |