HART PLAIN JUNIOR SCHOOL

JOB DESCRIPTION: Senior Admin Assistant

Post Holder:	Vacancy
Responsible to:	Senior Admin Officer
Responsible for:	To develop and implement a comprehensive, effective and efficient administrative support service to meet school requirements.
Conditions of Service:	As specified in your current contract of employment

Duties:

CUSTOMER SERVICES
- Provide an effective hospitality and reception service which meets customer needs
- Respond to requests for advice/general enquiries, handle telephone calls and process correspondence

ADMINISTRATION
- Prioritise and manage the front office to ensure the seamless delivery of administrative services
- Proactively contribute to the development and improvement of office systems and procedures, identifying and implementing new approaches to improve efficiency for staff and visitors
- Use judgement to prioritise competing demands and escalate issues where appropriate.
- Oversee the process of admissions applications within the timelines set by Hampshire Admissions
- Support the administration of financial systems to ensure an effective process for the debt recovery, banking and income generation.
- Produce financial reports for the senior admin officer in relation to the above.
- Facilitate the administrative process for school trips, ensuring consent is given by parents and supporting teachers with the process.
- Manage our MIS application (Arbor) to accurately maintain all pupil data, including uploading new starters, processing attendance and holiday requests, and carrying out checks and balances for school census uploads to the DFE.
- Manage the production and distribution of school correspondence, newsletter and marketing materials, keeping a standardized approach and promoting the image of the school (including the maintenance of the school website and calendar).

STAFF MANAGEMENT AND TEAM WORK
- Work supportively with the Senior Admin Officer and Headteacher
- Support the induction of new members of the team and casual staff
- Prioritise work/tasks for Admin Assistant(s)

WELFARE
- Record and maintain individual health plans

- Undertake welfare support to pupils including provision of first aid where appropriate
- Administer medication as required

HEALTH AND SAFETY
- Ensure all procedures are followed and paperwork is completed in accordance with the School's First Aid Policy and Policy for Supporting Pupils with Medical Needs
- Comply with relevant legislation eg Health and Safety and Fire Regulations

GDPR
- Set up systems and processes within the front office to ensure GDPR compliance
- Organise and oversee the maintenance of the school's archive files in accordance with the school's retention schedule

ICT
- Maintain and update ICT systems including MIS databases (Arbor), to support school requirements
- Maintain and update the school website and calendar, ensuring that all school policies and statutory information on the website are kept updated and compliant

Corporate and Statutory Initiatives
- Comply with relevant legislation eg Health and Safety and Fire Regulations.
- Comply with HCC financial regulations and standing orders

Training
- Undertake training as required to ensure effective execution of duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed _____ Date _____
(Senior Admin Assistant)

Signed _____ Date _____
(Senior Administrative Officer)