

## JOB DESCRIPTION

Job Title:	Admin Assistant
School:	East Wickham Primary Academy
Location:	Wickham Street, Welling, Kent, DA16 3BP
Reporting To:	Office Manager
Key Internal Relationships:	School Office Manager, Headteacher, SLT, Teaching and Support Staff, Trust HQ, and other TKAT schools.

### Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

### Job Purpose

- Work inline with the school ethos and the trusts' vision.
- The **Admin Assistant** plays a key role in supporting the operations of the School Office, including reception duties, clerical, administrative support, maintenance of computerised and manual records, management information systems and communications.

### Duties and Responsibilities

#### Key Responsibilities

- To be the first point of contact for any platform in use by the school, telephone, email and face to face enquiries taking and relaying messages as appropriate to the relevant person (Headteacher and or Office Manager).
- To understand and apply school policies in relation to attendance, health, safety and

welfare.

- Complete registers in a timely fashion, following up on absences in line with Attendance and safeguarding policy.
- Manage controlled entrance and exit of the school site by use of security gates and CCTV.
- To ensure school security arrangements, including the checking of DBS in line with policy, are always complied with, including the issue of visitor's badges and signing of the visitors' book/system.
- Accept and sign for deliveries as appropriate, ensuring that the delivery notes are checked against the items received. Dealing with all-incoming and outgoing post requirements.
- Keep up to date the School Management Information System when required, ensuring that all absences are logged on this system.
- Managing admissions in line with the agreed TKAT policy sharing information with the Clerk to the Governors when required.
- Organisation and booking in of school clubs, ensuring that the school has all the relevant information in place and monies are collected where applicable.
- Ensure all processes and procedures are adhered to and comply with the policies and regulations of the school and TKAT.
- Inputting of accurate data into school systems such as Arbor and TKAT formats. Ensuring that TKAT deadlines are met.
- Undertake routine data input and typing. Providing general administrative support as required.
- Supporting the Head teacher and Office Manager, in maintaining the schools administrative system and hard copy files where needed, including HR process.
- Maintain accurate records of cash received. Assist with the sale of school items, as required.
- Managing the schools lost property area.
- To ensure that correct documentation relating to allergies are accurate and kept up to date while being available to the staff that would require them to perform their duties.
- To be First Aid trained; to provide medical assistance to pupils when necessary.
- To ensure that the school has adequate first aid supplies at all times. To ensure that the school stock of stationery and consumables are adequate at all times.

- Storing in a safe manner medication for children with the consent documentation and administration medication as per doctor's instructions.
- To ensure pupil registers, staff registers and fire evacuation grab bag are prepared for Fire Evacuation. Having a clear understanding of the Admin Lead role in a building evacuation and lead on this during a Fire Evacuation.
- Undertake general administrative duties.
- Collating the dinner registers and ordering of meals for the schools provider.
- Processing the milk and fruit orders and attending to the related claims.
- To respect confidentiality at all times, following the TKAT policy for GDPR.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.
- Such other duties as may be required by the Headteacher.
- The duties are neither exhaustive nor exclusion and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

#### Resource management

- Supporting the Office Manager with the ordering, and monitoring of stock.
- Operate relevant equipment and IT packages.
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with procurement and securing sponsorship/funding.
- Assist with marketing and promoting the school.
- Follow administration procedures and maintain appropriate records to satisfy audits.
- Ensure the office is kept tidy, organised, H&S and in good order at all times, making sure there are sufficient office resources available.

#### Compliance

- Support with the smooth running of recruitment days, including collating ID documentation and ensuring candidates are in the correct place at the correct time.
- Keep records and policies in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

Professional development

- Take part in the appraisal and professional development of others, where appropriate.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school/trust.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the trust.
- Have proper and professional regard for the ethos, policies and practices of the trust, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the role will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

## PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
	<i>eg E</i>	<i>eg Application</i>
	<i>eg D</i>	<i>eg Application &amp; Interview</i>
Knowledge, Skills and Attributes		
Personal Qualities		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Commitment to maintaining confidentiality at all times.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview