

FEDERATION OF FARNHAM & RICKLING CE (VA) PRIMARY SCHOOLS

Executive Headteacher: Mrs Tracey Bratley

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'Through faith and nurture, we thrive.'

Life in all its fullness. John 10:10

Job Description

Job Title	Administrative Assistant
Grade	Scale 5, Point 9 (within the range 9-12)
Reports to	Headteacher
Responsible for	School Office Administrative/Finance duties (as applicable)
Liaison with	Headteacher, Other staff, Pupils, Parents, External Agencies, Visitors, ECC Staff, Governors
Job Purpose	Manage the day-to-day administrative work to ensure the provision of an efficient and effective service to the school. Provide comprehensive administrative and front of house support
Duties	<u>Administrative</u> <ul style="list-style-type: none">• Excellent oral and written English communication skills• Able to work under pressure• Maintain positive relationships with all members of the school community at all times• Ability to adapt to the ever-changing priorities and demands of the school office• Maintain high levels of accuracy• Ensure pupil registration and lunch orders are submitted each morning• Prepare and send parent letters and communication• Prepare and send parent communication regarding trips and school events• Engage positively with our parents and parent community• Manage sensitive situations with tact and diplomacy• Undertake administrative tasks relating to licences held by the school• Maintain confidentiality at all times.• Be educated to GCSE A-C or above in English & Maths• Possess excellent IT skills and in Office applications• Understand the importance and significance of safeguarding across the school <u>Financial</u> <ul style="list-style-type: none">• Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc• To oversee storage of petty cash and monies raised• Ensure preparation of orders, check full receipt, ensure payment of goods and services• Support the office manager with monthly payroll

- Be responsible for all administration arising from staff absence
- Maintain records of supply teacher employment and arrange monthly pay claims

General

- Responsible for first aid and/or care of children who are hurt or unwell, including liaison with other staff and parents
- To take responsibility for dealing with complex enquiries or difficult visitors to the school
- To draft correspondence, policies and other documentation to the Headteacher's specification
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Previous experience of working within schools and an understanding of SIMS would be an advantage, however training will be given.

We will only accept applications made online via the Essex School Jobs website. CV's alone will not be accepted

We reserve the right to close the vacancy early if enough suitable applications have been received. Interviews may take place before the closing date of the advert.

Visits to the school are welcome and encouraged.