



Pen-y-Cwm School

Strand Annealing Lane
Ebbw Vale
NP23 6AN

Tel: 01495 369535

e-mail: schooladmin@penycwm.com

Headteacher: Mrs D Herald BA'Ed (Hons), N.P.Q.H



POST: Administration Assistant

SALARY RANGE: Grade 3 NJC Pay Scale

HOURS: 37 Hours – Pro Rata / Term Time Only

REPORTING TO: Administrative Manager

JOB PURPOSE

The administration assistant is the first point of call for visitors to the school, parents, staff and learners. As the 'face' of the school the administration assistant should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

In addition, it is essential that the person for this role is organised, able to multi-task, work flexibly and have a 'can do' approach to work, as no two days are the same. The administration assistant is also required to assist the Administrative Manager and Senior Leadership Team with various administrative tasks.

MAIN DUTIES

Reception

- Ensuring a professional service is provided through school reception. Extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.
- Undertake reception duties effectively, answering routine telephone and face-to-face enquiries and signing in visitors.
- To follow safeguarding procedures by issuing passes and lanyards to visitors, ensuring that visitors are signed into the school and checking DBS information for visitors.
- Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Provide routine clerical support, e.g. photocopying, filing, scanning, e-mailing, complete routine forms.

General Administration Duties

- Maintaining and updating computerised school information, records and databases such as SIMs, Class DoJo, ParentPay.
- Collate and update registers checking for absences and carrying out first day response.
- Produce reports for school meal numbers, and liaise with school catering staff on a daily basis.
- Assisting with financial procedures, such as orders and checking delivery notes.
- Undertake typing, word processing, spreadsheets and other IT-based tasks.
- Assist with the delivery of stationery, materials and resources to classes and ensure that stock levels are maintained.
- Sort and distribute mail/deliveries.

*This organisation is committed to safeguarding and promoting the welfare of children and young people
(Article 23 of the UN Convention of the Rights of the Child)*

Privacy Notice

Data Protection law has changed, for more information and access to privacy notices outlining how the School handles your personal data, please go to the Data Protection section of the School's website

Responsibilities

- Knowledge and understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall core values of Pen-y-Cwm School.
- Develop constructive relationships and communicate with pupils/parents/carers and other agencies / professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.