

# The Laurels Primary School School Office Administrative Assistant

## JOB DESCRIPTION

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### What is the purpose of the job?

- ◆ Be able to implement and uphold school rules and ethos; being an excellent role model for students and providing a high-quality service for the school
- ◆ Deliver outstanding customer service on reception and in the front office
- ◆ To undertake a range of administrative and clerical tasks which support school improvement across different parts of the organisation
- ◆ To administer first aid as necessary
- ◆ To be responsible for safeguarding and prioritising the welfare of children

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### What do you have to achieve?

- ◆ High quality professional service to our school community and visitors.
- ◆ Effective coordination and administration support for the school.

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### What are the job particulars?

- ◆ DMAT Grade 3 scp 3 £18,748 FTE (£15,006 actual salary)  
The hours are 35 hours per week, term time only  
8.30am – 4.00pm Monday to Friday.
- ◆ There will be occasions when you will need to attend staff meetings. These may finish outside of your normal working hours but will be calendared in advance.
- ◆ Accountable to your line manager and the Headteacher. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities appropriate for the level of responsibility associated with the post.

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The Laurels Primary School and Durrington Multi Academy Trust has a commitment to safeguarding children and all staff posts are subject to DBS clearance.

## Activities – what do you have to do?

This list includes the main areas of work but not exhaustive

- To deliver outstanding reception and administrative services; this will include word processing various documents, including mail merge;
- To maintain pupil records in accordance with the filing systems and SIMS;
- To maintain pupil and appointment registers, including children sent home through illness.
- Deal with any correspondence with Free School Meal lunches, WSCC fruit & vegetable scheme, and Cool Milk, liaising with suppliers as to orders and maintain registers.
- To organise arrangements and make bookings for school visits, residential trips and events, including inputting information into Evolve.
- To prepare information packs for new entrants and packs for pupils entering school during the school year.
- To assist with day to day first aid which is recorded;
- To work on whole team projects as the need arises;
- To undertake administrative tasks for specified teachers and members of the associate staff;
- Be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, Health, Safety and Security, confidentiality and data protection, reporting all concerns to the appropriate person;
- Undertake roles as defined in the School's Health and Safety Policies in respect of all Health and Safety matters. (This may include, but is not exclusively, first aid, fire evacuation procedures and management of medicines all responsibilities will be discussed with the member of staff and appropriate training arranged)
- Other similar or equivalent tasks as may be found appropriate;
- Any other duties reasonably appropriate to the job purpose;

These tasks can be altered as seen fit for the smooth running and excellent operation of the office and work with other areas in the school.

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## Person Specification

| Attributes                                 | Essential   | Desirable   | How identified   |
|--|---|---|--|
| <b>Physical and Sensory Qualifications</b> | Ability to work under pressure and manage time effectively<br>Demonstrate robustness and emotional resilience in challenging situations.<br>Good standard of education – GCSE or equivalent to include English and Maths at Grade 5/C or above.<br>Previous experience of working in a school/office.   | A level English & ICT qualification   | Application, interview and references<br><br>Application, interview and references |
| <b>Experience</b>                          | Successful experience of working with other professionals and organisation/administration of events.<br>Have previous experience of effectively managing the general public, telephone calls and face to face.<br>Able to work at a good pace whilst being accurate in all aspects of your work.<br>To be confident in using Microsoft Word, Excel, Powerpoint and be able to mail-merge.<br>To be a fast and accurate typist.<br>Be able to multi task and prioritise.<br>Be confident in answering the, telephone, dealing with queries and communicating via email.<br>Confidence to deal with a diverse community.<br>To operate the office equipment as the need arises. | Experience or working with young people 5-11 years.<br>Experience of dealing with difficult situations. | Application, interview and references  |
| <b>CPD and Training</b>                    | Willing to be responsible for your own professional development and to disseminate best practice to colleagues.   |   | Application, interview and references.   |
| <b>Specialist knowledge</b>                | Successful experience of working in a busy office environment.<br>Excellent spelling, punctuation and grammar.  | Successful experience of working in a school.   | Application, interview and references.   |
| <b>Leadership Skills</b>                   | Be able to prioritise and ensure no important task is left undone.<br>Display discretion and strict confidentiality at all times.   |   | Application, interview and references.   |
| <b>Skills and Qualities</b>                | To model high standards of oral and written communication with all stakeholders.<br>Proven willingness and capacity for hard work with accuracy and attention to detail at all time.<br>Maintain a calm and measured manner at all times; act with tact, diplomacy and sensitivity.<br>Highly motivated, clear thinking and principled<br>Able to demonstrate a commitment to equal opportunities for all adults and children.  |   | Interview and tasks<br><br>References  |

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