



Irresistible Learning For All

Job Description – Admin Assistant

Salary scale: Veritas Kent Range KSB

Veritas Range KSB £26,822 (Term time only plus 5 days)

Work as part of the Admin & Communications Team as front of house welcoming parents, carers and visitors and supporting the administrative tasks of the team. Supporting the headteacher in the effective education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi Academy Trust.

Status of the post

This is a support post within the school's staffing structure. The post-holder is accountable to the Headteacher and responsible for upholding the vision and values of the school and trust.

Main purpose of the post

The post-holder's key accountability will be for front of house, safeguarding of children and families, managing resources, maintaining continuous professional development and professional values and to support the staff within the team. As the 'face' of the school, the Admin 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 has strong communication skills, is organised, able to multi-task, work flexibly and have a 'can do' approach to work, as no two days are the same within the primary school setting.

Professional Responsibilities

The post-holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

- Act as front of house and communicate with pupils, staff, parents, and visitors appropriately and ensure that they are dealt with in a professional manner and in line with the school's agreed safeguarding policy.
- Ensure safeguarding procedures are complied with, communicated and understood by all visitors to the school; and ensure that all visitors comply with school signing in procedures.
- Ensure that relevant data is recorded relating to pupils arriving late or leaving early.
- Daily administration and communication of school meals.
- Operate phone system; take messages, deal with day-to-day enquiries, and re-route, where necessary, to appropriate member of staff.
- Effective communication with parents through a variety of platforms eg. phone calls, letters, emails, texts and social media; including triaging queries and concerns and end of day messages.
- Daily use of various IT systems and platforms.

- Collaboratively manage school office email inbox.
- Day to day administrative work of the school, such as medication forms, awards, ID badges, Every compliance, monthly newsletters(Sway) etc.
- Deal with incoming deliveries and help to maintain a clean and professional Reception area.
- Manage and update calendars, including those on the school website.
- Managing the school website with support from the Admin Manager / Office Manager.
- Ensure registers for after school clubs are shared with class teachers and for those running clubs.
- Support with the collection of relevant paperwork for trips etc.
- Support and chase non-payment of school trips, residentials and dinner money and administration of same through payment portal.
- Support with producing Data Collection Sheets and updating school database promptly with changes.
- Assist with entering new pupils onto school database, ensuring that the necessary procedures are complied with.
- Assist FLO with updating information noticeboard.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.
- Maintaining stationery levels and ordering where appropriate.
- Provide effective administration support to the Headteacher/other SLT, as required.
- Commitment to training/learning activities and professional development

Budget Accountability *Not accountable.*

Operational Management:

Admin Manager / Office Manager

Line Managed by:

Executive Team Business Manager

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Headteacher

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.