

## **ADMINISTRATION ASSISTANT**

We are looking for a friendly Admin Assistant to join our busy and effective office team. The successful applicant will have a good general level of education and be computer literate with experience of MS packages, especially Word, Excel and Publisher. Experience of SIMS is desirable but not essential. You will need to have had previous experience in an administrative role, preferably dealing with people and providing customer service. You will need a calm personality, be able to work under pressure and meet deadlines, prioritise daily work load and multi-task. A good sense of humour is essential.

For the months of November and December up until Christmas the position will be 32.5 hours per week and the working times will be Mon-Fri, 8.30 to 3.30. After the Christmas break another member of the team returns from Maternity Leave and so this role will reduce to 12 hours per week 8.30 to 3.00 Wednesday and Thursday.

Salary will be paid at Point 3 and will be £13,223 per annum for November & December and then drop to £4,990 per annum from January 2020.

The main responsibilities of the post are:

- Working independently and scheduling own work, administer pupil function on SIMS plus pupil intake process from initial offer letter through to registration.
- Maintain manual and computerised records of the school accounts by recording money received from parents for snack and activities, and reconciling account on a weekly basis and banking in accordance with school finance procedures including safe and secure handling of cash/cheques.
- Make arrangements for events such as school trips, liaising with appropriate service users and outside providers within agreed policies and procedures to meet the needs of the school. Retain EVC status and ensure risk assessments kept up to date.
- Provide an administrative function, including photocopying, producing leaflets/flyers, sorting post, taking and delivering messages, to ensure the efficient operation of the whole school, producing school newsletter and occasional first aid. Plan, co-ordinate and implement school diaries and meeting schedules, keeping all colleagues fully briefed and updated on all meetings and events to facilitate effective school management.
- Provide local support to the School Business Manager for financial services and reporting. Monitor provision of resources and office supplies to minimise waste and maintain the effective operation of the whole school. Assist with ordering, receiving and checking deliveries, ensuring their distribution to the appropriate part of the school.
- Ensure effective maintenance and updating of the school website and social media as appropriate.
- Welcome parents, children, visitors and other service users to the school in a positive and supportive manner, responding to enquiries and giving appropriate advice or information in person, by telephone, letter, fax, email or use of websites in accordance with set standards. Support parents and hot meal providers with use of hot meal payments system.

- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are in proportion with the grade of the post such as assisting with children's welfare.
- Understand and take into account the implications of the Data Protection Act when dealing with enquiries, providing information, entering data etc.

Interested? Then please pop in and see our lovely school – just call and make an appointment.

Corby Old Village Primary School is committed to safeguarding and promoting the welfare of our children and staff. An enhanced DBS check is required for the successful candidate and references will be taken up for short listed candidates prior to interview.