

Beckingham Primary School

School Admin Assistant

Grade: 2

Responsible to the Head Teacher, through the School Office Manager, for any of the following duties and responsibilities that may be delegated. Such duties to be undertaken under the direct and regular supervision of a senior post.

The postholder will be expected to use Microsoft Office, the Authority's standard computer hardware and software packages where appropriate (appropriate training will be given). Specific responsibilities include:

1. Undertaking receptionist duties as necessary, dealing with visitors to school and school diary.
2. Requisitioning and receipt of goods, checking of invoices and passing for payment as required.
3. Administration of dinner and milk money and statistical returns using Microsoft Excel.
4. Ordering of school book bags and PE bags, taking payment and maintaining stock.
5. Administration of letters and emails to parents.
6. Administration of school trips.
7. Administration of pupils' admission procedures.
8. General clerical support including typing, reproduction, filing etc of reports, letters, minutes of meetings etc.
9. Providing clerical support to staff within the school as necessary.
10. Completion of staff returns as necessary.
11. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

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Part-time Office Manager

Job Specification

	CATEGORY/ITEM	ESSENTIAL	DESIRABLE
1	Experience Experience of managing administrative (or similar) tasks.	✓	
2a	Education and Training GCSE English (C or 4 and above)		✓
2b	GCSE Maths (C or 4 and above)		✓
3	Knowledge Computer literate	✓	
4a	Skills/Aptitudes Word Processing	✓	
4b	Work under pressure	✓	
4c	Be able to prioritise work	✓	
4d	Work flexibly	✓	
4e	Understand the importance of confidentiality	✓	
5a	Specific requirements To be able to work in a team environment	✓	
5b	Good sense of humour	✓	
6	Suitability to work with children To be able to communicate at all levels	✓	