# DIAMOND HALL INFANT ACADEMY

## Job Description

Job Title: Administration Assistant

Location: Diamond Hall Infant Academy

Hours: 25 Hours per week – Term Time Only (38 Weeks)

Grade: SCP 4, £23,114 (pro rata £19,793 per annum)

Term: Permanent

Purpose of Job:

* To provide administrative and reception support to Diamond Hall Infant Academy, in line with the school's policies and procedures.

Principal Responsibilities

## Contribute effectively to the everyday smooth running or our busy, friendly main school office;

* Provide a welcoming greeting to parents and other visitors, and dealing efficiently with their enquiries in person and by telephone;
* Provide a hospitality service within school when necessary;
* Maintain and update all pupil and staff data details using our MIS System, SIMS;
* Provide general administrative support in the day-to-day work of the school.

Main Duties

**Administrate Support;**

* To ensure all visitors entering school are met and dealt with courteously and promptly, following the procedure relating to our Safeguarding Policy;
* To answer all calls into school, taking accurate messages and ensuring they are passed on promptly highlighting any priority issues arising;
* To provide hospitality to meetings for the Head Teacher, Deputy and School Business Manager and others as appropriate;
* To input, update and maintain all staff and children’s details as necessary on to relevant databases;
* To be responsible for all mid term and new term nursery intake children, ensuring contracts are signed and returned by parents/carers and information is input and given to our Nursery Lead;
* To be responsible for our Local Authority Nursery eligibility check on all children, ensuring relevant paper work is printed and filed ready for Census;
* To be responsible for our termly Head Count with the Local Authority which is imperative for our funding streams;
* To type letters and reports, providing lists and data as required by the Head, Deputy and School Business Manager.

**Other General Requirements;**

* To attend and participate in training and development courses as required;
* To update, input and upload data and photographs for all staff as required onto our school website;
* To obtain quotes and prices for coaches and bookings for trips as instructed by trip leads;
* To assist in maintaining a safe environment for children and staff;
* To provide occasional cover over throughout the school when required.

**Professional Values and Practices**

* To treat colleagues and children consistently with respect and consideration;
* To follow the school's policy and procedures;
* To work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues;
* To reflect upon and seek to improve personal practice;
* To work within schools’ policies and procedures and be aware of legislation relevant to personal role and responsibility in the school;
* To recognise equal opportunities issues as they arise in the schools and respond effectively, following schools’ policies and procedures;
* Build and maintain successful relationships with children, parents/carers and staff.

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work.

**Additional Responsibilities:**

* To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies;
* To be an effective role model for the standards of behaviour expected of children;
* To have due regard to and follow all safeguarding procedures;
* Any other duties required by the school which are in the scope of the post;
* To carry out duties with due regard to the School Health and Safety policy at all times;
* To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form;
* To work within and encourage the School’s Equal Opportunity policy and contribute to diversity policies;
* Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification;
* To follow all policies and procedures within the Academy.

**Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

***Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.***

**Signature: Signature:**

Post Holder Head Teacher

**Date: Date:**