

PENNINGTON CHURCH OF ENGLAND SCHOOL
PENNINGTON
Nr. ULVERSTON
CUMBRIA LA12 ORR.

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Head Teacher: Mrs Helen Storey

Post Title: Temporary Administration Assistant

Responsible To: Office Manager

Salary: Grade: 4 £21575 (£11.18 per hour)
pro rata for 15 hours/week
8.45 - 11:45am (Monday - Friday)

Job Purpose

Under the instruction/guidance of senior staff provide general administrative support to the school

Key Tasks

- To provide a warm welcome to all, dealing with telephone and face to face enquiries in an efficient and professional manner
- Ensure that all messages are dealt with in a timely and accurate fashion and where relevant, relayed to colleagues promptly
- To liaise with parents regarding sickness/injury/attendance as well as other issues
- To maintain the security and safeguarding of the school by controlling access, checking ID and ensuring the completion of relevant procedures
- Help maintain the school's electronic entry system
- Assist visitors and provide hospitality as required
- Assist with stock control by accepting, checking and distributing deliveries and monitoring paperwork as necessary
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Administration

- Update manual and computerised records and management information systems
- Monitoring and updating registers and contacting parents regarding absences
- Monitoring and administrating the ordering of school meals using Lunchshop

- Update and distribute communications which may include, but is not limited to, the school's website, school noticeboards, emails and other communication with parents, colleagues, outside agencies and the community.
- Produce reports from the Management Information system under the direction of the Office Manager
- Deal with incoming and outgoing emails in an efficient manner
- Provide information and support to other staff members as required
- Undertake word-processing, filing and photocopying as required and basic maintenance of the photocopier
- Maintain and collate pupil reports

Resources

- Operate office equipment e.g., photocopier, computer & ICT packages (word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, and distributing as required
- Provide general advice and guidance to staff, pupils and others

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Skills

- Ability to work flexibly in support of the school
- Ability to communicate effectively in English, both written and verbally
- Have strong IT skills and is able to assist others with IT
- Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these
- Ability to pay close attention to detail and to ensure accuracy
- Be resourceful, enthusiastic, patient, resilient and have a sense of humour
- Ability to work independently and with initiative
- Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos
- Possess strong organisational skills

What School will offer you

- A happy and friendly place to work
- A supportive community of parents, staff, SLT and Governors
- A school whose Christian Values are at the heart of everything we do and are inclusive of all children and families, including those of faith and no faith
- A very varied and interesting job
- You will be well supported whilst training and beyond
- Term-time only working + INSET days
- A school that is categorised as 'Good' by OFSTED (March 2020)
- Wonderful children who enrich and enhance the working environment

Pennington Church of England School is committed to a policy for safeguarding and promoting the welfare of children. This post requires an enhanced DBS Disclosure.

PERSONNEL SPECIFICATION

POST TITLE: Administration Assistant

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications / training / competences	<p>Good level of education with a minimum of 5 GCSEs at A*- C or equivalent.</p> <p>Good numeracy/literacy skills</p>	<p>Evidence of further training in school-based support</p>
Relevant experience	<p>General clerical/administrative work</p>	<p>Previous experience in school environment</p>
Knowledge	<p>Effective use of ICT packages, e.g., Microsoft Office</p> <p>Good Keyboard/computer skills</p> <p>Use of relevant equipment/resources</p>	<p>Knowledge of Scholarpack (MIS)</p> <p>Lunchshop and Parentpay</p>
Skills	<p>Ability to relate well to children and adults</p> <p>Maintain confidentiality and be impartial and sympathetic to the needs of others</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Good listening skills</p> <p>Ability to identify own training and development needs and cooperate with means to address these</p>	