



# West Lodge School

A co-educational prep school for 3-11 year olds

## Job Description

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|-------------------------|--|
| <b>Job Title:</b>       | School Admin Assistant                               |
| <b>School:</b>          | West Lodge School, 36 Station Road, Sidcup, DA14 7DU |
| <b>Salary:</b>          | £13,520pa (actual salary)                            |
| <b>Hours per week:</b>  | 08:15am – 13:15pm Monday to Friday.                  |
| <b>Work Pattern:</b>    | Term Time Only + 5 days                              |
| <b>Location:</b>        | West Lodge School, 36 Station Road, Sidcup, DA14 7DU |
| <b>Reports to:</b>      | School Office Manager                                |
| <b>Responsible for:</b> | General administrative support for the School        |

### Key Accountabilities areas:

### Key Elements:

#### Organisation

#### This will involve:

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Provide lunchtime reception cover
- Assisting with arrangements for schools trips
- Assisting with organising schools events
- Assisting with booking school tours
- Updating the school diary as required



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### Administration

#### This will involve:

- Provide general clerical/ administrative support e.g. photocopying, filing, answering telephone calls, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake basic IT based tasks.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Placing orders for resources, stationery & cleaning supply

### Responsibilities

#### This will involve:

- Monitoring the expiry date for all school medical supplies and that of pupils'
- Monitor stock and be responsible for ordering first aid and Personal Protective Equipment (PPE)
- supplies and ensure supplies distributed internally as per email requests
- Administering medication to pupils and first aid where required.
- Organising school events
- Establishing constructive relationships and communicate with parents, stakeholders, other agencies/professionals.
- Participating in training and other learning activities and performance development as required.
- Organising training sessions for staff and maintaining training records
- Supporting the School Office Manager with any delegated tasks (ad-hoc or routine).
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.



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### Data Protection

#### This will involve:

- Being aware of the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining pupil records and archive systems in accordance with School procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the School Employee Handbook.

### Confidentiality

#### This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### Equalities and Diversity

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

### Safeguarding

#### This will involve:

- Displaying a commitment to the protection and safeguarding of children and young people.
- Valuing and respecting the views and needs of children and young people.
- Demonstrating a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.



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### **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.



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## Personal Specification

**Job Title:**

**School Admin Assistant**

**Essential knowledge:**

- NVQ 2 or equivalent qualification or above.
- Appropriate knowledge of first aid.

**Essential skills and abilities:**

- Good literacy skills.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Good keyboard skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Ability to identify own training & development needs & cooperate with means to address these.
- Participate in development and training opportunities.

**Essential experience:**

- General clerical/administrative; ideally within a School Office environment.

**Special conditions:**

- Enhanced DBS check

Further advice on specific points in this role profile can be obtained from the school Bursar.