



living and learning together
BRADSTOW SCHOOL
within a Culture of Gentleness

Job Description

School	Bradstow School
Post Held	Administrative Assistant
Salary Scale	Scale 3
Hours	37 hours per week, All year round (52 weeks)
To Whom Responsible	HR Manager / Finance Officer

Aim of the Post

To provide efficient administrative support to the school, covering a multitude of disciplines, including supporting the HR, Finance and Reception team in ensuring an effective service meets the needs of the school and Children's Homes throughout the year.

Duties Comprise:

- Support the whole school HR functions, including managing absence monitoring procedure ensuring that information is accurate and up to date for line managers to action each stage of the process appropriately.
- Support the daily Finance team duties, including the processing of invoices, BACS payments, monthly bank & procurement card reconciliations to meet the LA prescribed deadlines and the distribution and recording of petty cash expenditure.
- Supporting with undertaking reception duties, greet callers in person and over the telephone in a professional manner in keeping with the school's values and behaviours. Dealing with enquiries or directing to the correct point of contact.
- Provide general clerical and administrative support e.g. data entry, maintaining databases, answering queries, handling petty cash, photocopying, filing, responding to routine correspondence, distributing information throughout the school, ensuring forms are up to date and stock is available.
- Maintain accurate and organised confidential staff files in line with school & Children's Homes regulations.
- To ensure accurate staff details are maintained on the schools HR/MIS systems, with the ability to produce data as requested by Senior Managers and Governors
- Providing administrative support for Governors, SMT, and Principal, as required, including minute taking, producing agendas and meeting arrangements.
- Maintain the appropriate accessibility, and timely updating of all school and Children's Home policies, ensuring the correct format, version control, approval, and maintenance of historical records.

- Assist with management of the purchase order process, helping determine value for money, recording deliveries and supporting accurate invoice payment.
- Support the monthly production of budget holder reporting to support budget holders deliver the best value and keep expenditure within set budgets.
- Assist in the accurate and timely submission of claims for payment, and absence to payroll.
- Control the nomination, training, testing, and approval for all drivers of Bradstow vehicles to ensure compliance with all legal and school requirements.
- Providing specific administrative support for HR processes and People Development as specified by the HR Manager or People Development Manager.
- Help maintain school security by issuing and checking visitor badges using the Entry System and supporting the safe evacuation of the main school buildings as a result of a fire alarm.
- Supporting in preparation for key events, CPD activities and site visits.
- Produce letters, memos and reports from drafted material as directed by the Director of Infrastructure and Finance.
- Supporting with the maintenance of the school planner.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
- Other duties commensurate with the grade as directed by Line Manager or Director of Infrastructure & Finance.

This job description may be amended at any time after discussion with you.



Person Specification

Selection Criteria

Essential

1. Competency in Microsoft applications including Word, Excel, and Outlook.
2. Excellent written and verbal communication skills.
3. Ability to stay calm in stressful situations.
4. Experience of dealing sensitively and efficiently with enquiries from telephone or personal callers.
5. Ability to undertake routine administrative tasks such as data entry, minute taking, and filing accurately and efficiently.
6. Proven ability to deal with sensitive and confidential matters.
7. Understand the importance of customer care.
8. Excellent numeracy and organisation.
9. Ability to act as an ambassador on behalf of the school, its young people and employees.
10. Ability to work constructively as part of a wider team supporting a variety of roles and responsibilities and their own position with these.

Desirable

1. Prior experience of working in education.
2. Level 3 NVQ or equivalent in Customer Service.
3. Level 3 NVQ or equivalent in Business Administration.