

*Embrace, Empower, Educate.*

**JOB TITLE: ADMIN ASSISTANT**

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**PURPOSE OF THE JOB:**

- Ensure provision of a welcoming and efficient reception service, including the operation of the telephone system.
  - To liaise with the School's Finance Support Service and supporting the Office Manager with regards to orders and purchase orders
  - To support the school's administrative services including ICT
  - The position requires excellence and high proficiency in computer skills to include Excel spreadsheets and graphic presentation
  - The Admin Assistant will establish and maintain effective relationships with all colleagues and communicate effectively in order to ensure the efficient and effective administration of the school alongside the Office Manager
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**MANAGEMENT & SUPERVISION:**

Liaison and Co-operation

- Establish and maintain effective and constructive relationships with colleagues, pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communication alongside the Office Manager
- Communicate with staff, LA advisors and support services, other agencies and professionals, parents, carers, governors and local community alongside the Office Manager
- Share expertise and skills with others.

Inclusion and Equal Opportunities

Be aware of and support difference and ensure equal opportunities for all by adhering to the school's equal opportunities policy and challenging prejudice.

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**ASSISTING FINANCIAL OFFICER:**

- Assist the Financial Officer by ensuring that all purchase orders have relevant delivery note and invoice attached
  - Liaise with the Financial Officer to ensure that after school/breakfast clubs and residential day trips are paid termly with the correct parent permission recorded on file, and chase those payments that are outstanding
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**SUPPORT THE HEALTH AND SAFETY LEAD:**

Premises

- Work with security to ensure safety in and out of school through sign in processes alongside the Office Manager
- Ensure that evacuation registers are printed daily and are accessible in case of emergency evacuation
- Support the Office Manager in liaising with contractors to report any premises problems or issues that may arise

#### **ADMINISTRATION TASKS:**

- Support the Office Manager in collating the relevant data for them to submit the DofE School Census
- Maintain an up-to-date record of pupil information and to advise appropriate staff of any changes alongside the Office Manager
- Support the school's Office Manager to manage the school office Information System to allow full computerisation of the administration, record systems (Arbor).
- Ensure that the school's administrative procedures are effective and review systems regularly alongside the Office Manager
- Undertake reception duties including response to telephone call handling and assist with any enquiries received from parents or visitors by phone, in writing or in person.
- If and when required, be able to take on typing or word processing duties, produce spreadsheets, database information and use other associated IT.
- Operate email and be able to compose own correspondence
- Ensure that the School Office is neat and tidy alongside the Office Manager
- Prepare and produce relevant school information and publications to parents and staff
- Proofread documents to ensure accuracy
- Order office stock and stationery fortnightly
- Be responsible for food orders to the school and water filtering system (Ocado etc.)
- Lead and manage the communication for class trips.
- Support admissions with Headteacher and Admissions Team
- Support organization of transport for school trips and assist the teacher in charge
- Organise ticketing for school events.
- Organise school photographs.
- Update the academic calendar, timetable and all other documents related to the school schedule and ensure communication is given to relevant staff, parents/carers and governors in partnership with the Office Manager.
- Post Parcels and manage deliveries with the support of security

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#### **PROMOTION OF VALUES:**

- Ensure that a high level of confidentiality is maintained in all aspects of work.
- Maintain excellent public relations.

- Contribute to the overall Jewish ethos, aims and work of the school.
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## **PROFESSIONAL DEVELOPMENT**

- Develop skills and knowledge by attending courses, workshops and meetings.
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## **FLEXIBILITY**

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- Attendance at open evenings or school events such as Inset days by agreement will be required.
- Carry out any other duty as directed by the Headteacher.

**Gesher School is committed to whole staff professional development.**

**Gesher is committed to Safeguarding all children and all applicants will be asked to make declarations regarding their criminal history prior to interview. The post will be subject to satisfactory safeguarding references and to an enhanced CRB check being received.**

**Gesher is an equal opportunities employer and welcomes applicants of both genders and all race, cultural, language and faith backgrounds. We do not discriminate on grounds of age, disability or sexual orientation.**