

JOB DESCRIPTION: Administrative Assistant (Salwa)

LINE MANAGER: School Secretary

SALARY: Admin Scale 9

**JOB PURPOSE**

To provide financial and administrative support and assistance to the Head teacher at Salwa School.

**RECRUITMENT CRITERIA**

* Successful experience in finance/ administrative/ business office environment
* Professional qualifications including computer literacy – a thorough working knowledge of Microsoft Office, Word and Excel.
* Ability to multi-task and see projects through to high quality completion
* Have excellent interpersonal and communications skills
* Knowledge of SIMs or other information management system is desirable
* First aid qualification is desirable and is a requirement on employment
* Knowledge of bookkeeping and cash handling

**JOB ACCOUNTABILITIES**

As well as providing all round front office support, the main responsibilities of the job fall under the following headings:

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| **Finance** |
| * Maintain monthly records for petty cash accounts against specified budgets and produce monthly balance sheet for Head teacher and Finance Department
* Produce invoices for book deposits and account for payments and balance sheet
* Bookkeeping and cash handling of various monies for school i.e. school trips, charities and assessment fees
* Manage all Salwa accounts and liaise with Finance for the upkeep of these accounts
* Liaise with BIS Finance department for all financial aspects through regular half-termly meetings
* Compile and collate monthly summary reports on all budgets and balances for Head of Salwa
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| **First Aid** |
| * Provide first aid medical assistance to pupils and arrange necessary treatment and liaise with BAe medical centre if required. Report to teachers and parents with necessary information
* Attend first aid training and upkeep of requirements
* Maintain first aid supplies
* Maintain first aid rota to ensure coverage throughout the school day
* Manage first aid training for staff and maintain staff register
* Adhere to the SHE policy, report incidents
* Attend SHE training required to safely fulfil the role and responsibilities required of the role
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| **Resourcing and procurement** |
| * Initiate and oversee the annual order process for school resources locally and overseas.
* Liaise with BAE for payments.
* Liaise with BISR for shipment delivery.
* Liaise with the overseas company for school orders and correspondence related to shipment delivery, ordering, checking of items received and reporting.
* Manage and upkeep of receipt of local and overseas deliveries and cross checking invoices to release payments
* Organise local purchase orders for school stationery, first aid and school supplies and liaise with BAE where necessary.
* Manage office stationery supplies
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| **Office Support** |
| * Support and provide help to visitors to the school.
* Receive/answer telephone inquiries.
* Manage lost property.
* Provide and record first aid medical assistance to pupils and arrange necessary treatment and inform teachers and parents.
* Support Secretary with distribution of School business documentation and communications with parents
* Provide support for registration and admission of new pupils when necessary
* Organise documentation for school trips and events, preparing bus registers for all school trips and following up on permission documents
* Book school facilities for community use and manage the schedule
* Liaise with the caretaker for facility use
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**KEY EXPECTATIONS**

All staff are expected to:

* Provide a safe school environment for all children in school
* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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