

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 |
| **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 |
| **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 |

**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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