



THE PHOENIX SCHOOL

The Phoenix School  
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## **JOB DESCRIPTION**

**May 2012**

### **1 JOB DETAILS**

Job Title: Administration Assistant - The Phoenix School

Hours: 38 working weeks, term time, 2 days per week must include Friday. Hours and days to be agreed with the successful candidate.

Start Date: 3<sup>rd</sup> September 2012 (some training may take place in August)

Location: 36 College Crescent, Hampstead, London, NW3 5LF

### **2 JOB PURPOSE**

To ensure the School's administrative requirements are dealt with efficiently and effectively and to act as an initial point of contact, where required, for issues relating to the School's Office.

The role is pivotal to the smooth running of the School Office and one held in high regard by all members of the school community and particularly the parent body.

### **3 DIMENSIONS**

The role of the School Office is to support the Headmistress in the implementation of both the operational and strategic requirements of the school.

The School Administration Assistant reports to the Headmistress liaising with the PA to the Headmistress & School/ Admissions Secretary (hereafter referred to as "PA to the Headmistress" on the distribution of daily tasks. The post has a strong working relationship with all staff; pupils; parents and a wide variety of external organisations.

### **4 KEY RESULT AREAS**

Under the Health and Safety Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment.

## **School Office Procedures**

- Management of the School Information Management System (SIMS) updating pupil core data and managing pupil attendance.
- Using the school messaging system (In-touch) e.g. informing parents of activities cancellations.
- Telephone (answering/forwarding calls, taking messages for staff, delivering messages); responding to general school emails, answer phone messages.
- Point of contact for Entry Phone pedestrian accesses, signing for deliveries.
- Recording pupils' daily attendance, following up absentees.
- Joint responsibility with the PA to Headmistress for pupils awaiting delayed collection.
- Joint responsibility with the PA to Headmistress for the school mobile phones.
- Joint responsibility with the PA to Headmistress for the distribution of registers at times of fire drills and other emergencies.
- Liaison between the Senior School Bursary, Head's/School Office and the Junior Branch.
- General correspondence.
- Annual planning of events, provision of termly dates for School Calendar.
- Despatch of termly calendars.
- Collation and despatch of pupils' reports.
- Assembly of prospectuses.
- Ordering of office and school stationery.
- Distribution of whole school mailings at regular intervals.
- Booking of school photographs twice a year, supplying lists of names and forms.
- Organisation of Parents' Evenings (invitations, provision of name labels for parents and staff).
- Arranging catering for after-school events.
- Text messaging parents to inform them of changes to any school events.
- Overseeing the administration of morning and afternoon extra-curricular activities.
- Liaising with maintenance department and contacting utilities providers when necessary.
- Organisation of coaches for trips, swimming and the fields.
- Oversees the distribution of deliveries.
- Liaising with peripatetic staff and clubs staff (dates, payment, numbers).
- Updating staff details on the staff contact form.
- Monitoring the staff register of required training (Child Protection, First Aid, Food & Hygiene and Fire).

## **Medical**

- Liaising with the Head of PE and the Nurse Coordinator regarding medical supplies and policies.
- Writing up medical forms.
- Giving pupils first aid treatment including the administration of medicines.

## **Annual Procedures**

- Collation of files and information of pupils transferring to other schools
- Filing of pupils' reports
- Organising collections for staff who are leaving
- Assistance in tasks related to The Green Travel Plan

## **Other**

To propose courses/seminars as required to ensure that personal professional development requirements are met.

To initiate, if the Headmistress has not done so, an annual Support Staff Review.

Any other tasks appropriate to the position.

## **5 REQUIREMENTS FOR THE POSITION**

- (i) Successful experience in either a secretarial or administrative position.
- (ii) School office experience would be advantageous.
- (iii) ICT literacy with working knowledge of Microsoft packages including Word and Excel. Experience of using SIMS (core data) would be highly advantageous or similar database system.
- (iv) Excellent communication and interpersonal skills.
- (v) High level of verbal and written skills.
- (vi) Highly organised with successful experience in meeting deadlines.
- (vii) Initiative: a 'doer' – follows through actively to a successful conclusion; alternatively seeks out opportunities to make a contribution and work constructively with others.
- (viii) The ability to adhere to confidentiality requirements.
- (ix) The ability to work with children aged 3-7 years old.
- (x) Willingness to undertake and maintain Paediatric First Aid training if not already qualified.

## **6 APPOINTMENT PROCESS**

Closing date for applications: **midday Tuesday 15<sup>th</sup> May 2012.**

Interviews : **Thursday 24<sup>th</sup> May 2012.**

## **7 TERMS**

Salary will be dependent on background and skills.

Benefits include a staff pension scheme. Lunches are provided.

Note: At a certain stage in the selection process the Criminal Records Bureau Enhanced Disclosure application form will need to be completed.