

Job Description

Administrative Assistant grade 3, point 4-6

Under the instruction/guidance of the office manager and senior staff; provide administration/financial support to the school.

TASKS:

ORGANISATION

- Undertake reception duties, answering general telephone, email and face to face enquiries and supporting visitors with signing in procedures, updating website and social media
- Assist and administrate pupil first aid and welfare duties, looking after sick children, liaising with parents/staff etc.
- Liaising with parents, staff, other schools and professionals as necessary
- Assist in arrangements and correspondence for school trips, events etc.
- Supporting parents/carers to complete medical forms, administering pupil medicines on time and recording on relevant form
- Ensure reception is welcoming and all information on notice boards are up to date and relevant

ADMINISTRATION

- Provide general clerical administration support e.g. photocopying, filing
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data, photographic permissions, allergies, medical needs etc. and distribute as necessary
- Undertake typing and word processing and other IT based tasks
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports e.g. SIMs, LA in house systems
- Daily attendance register monitoring, including contacting parents and updating on SIMS register the relevant notes, informing staff/contacting EWO as required
- Admitting new pupils, off-register leavers, update admission book, fill in information card and on line system, update changes to addresses and telephones numbers
- Complete CTF for pupils arriving to, and leaving, school
- Checking deliveries to school
- Being responsible for after school club administration - drafting letters and sending on time, consent forms, maintaining pupil registers with required information

RESOURCES

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, knowledge of SIMs, spread sheets, Internet)
- Maintain stock and supplies as delegated by Office Manger
- Signpost parents to uniform shop, offer pre-loved using tact and discretion
- Undertake general financial administration (e.g. collection and accounting of school club monies, trip monies)
- Assisting with arrangements for visits e.g. by school nurse, photographer, book fair, curriculum visits etc.

RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, equal opportunities, health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person
- Communicate with SLT and Office Manger using Microsoft Teams
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out any other duties as directed by SLT and Office Manager

Signed:

Date:

Person Specification

Description		Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience within general clerical/administrative role within a school setting 	X	
Qualifications and Training	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy and literacy skills • Paediatric First Aid 	X X	X
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT packages, Outlook, Word, Excel • To use Information Management Systems, SIMs • Knowledge of relevant policies/codes of practice and awareness of relevant legislation including safeguarding and child protection • Ability to relate well to children and adults • Able to work as part of a Team • Ability to identify own training and development needs and co-operate with means to address these • Understanding of confidentiality and Data Protection (GDPR) • Enthusiasm and approachable; able to put visitors and families at ease • Have a flexible, positive approach to work and be able to prioritise 	X X X X X X X X	