

# Rodings Primary School

Dunmow Road  
Leaden Roding  
Dunmow  
Essex CM6 1PZ

Telephone: 01279 876288

**Headteacher: Mr C Raraty**

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## **Job Description - Senior Admin Assistant/PA to Headteacher**

<b>Job Title</b>	Senior Admin Asst/PA to Headteacher
<b>Grade</b>	Scale 4 NPS 6
<b>Reports to</b>	Headteacher, SBM
<b>Liaison with</b>	Headteacher, SBM, other staff, Pupils, Parents, External Agencies, ECC staff and all visitors to the school
<b>Job Purpose</b>	<p>To provide an effective and efficient clerical and welfare support to the school. Including some financial responsibilities</p> <p>Acting as part of a team, ensuring the wellbeing of all the children in the school.</p>
<b>Duties</b>	<p><b>Welfare</b></p> <ul style="list-style-type: none"><li>· To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary</li><li>· To liaise with parents regarding pupils sickness/injury</li><li>· To assist with visits from nurse, outside agencies etc</li><li>· To assist with the general welfare of pupils</li><li>· To support the Headteacher in monitoring attendance and liaising with families with poor attendance</li></ul>

### **Reception**

- To be the first point of contact for both telephone and face to face enquiries and ensuring messages are conveying where appropriate
- To welcome all visitors in a manner expected, ensuring good customer care at all times
- To ensure school security & safeguarding arrangements are always complied with, including the issue of visitor's badges, logging into the visitor's entry system & compliance of visitor safeguarding procedures
- To accept and sign for deliveries as appropriate & distribute to required areas
- To provide hospitality for visitors to the school

### **Clerical**

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To maintain the school diary
- To be responsible for sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps
- To provide general clerical support as required
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school visits in liaison with the teaching staff and the Educational Visits Coordinator

### **Finance**

- To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents
- To be responsible for the administrations & collection of monies as required for school trips and swimming

	<ul style="list-style-type: none"> <li>· To assist with financial administration such as placing orders, invoicing, collecting monies, issuing receipts etc</li> <li>· To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>· To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>· To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>· Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>· The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>· The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or SBM to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

## Senior Admin Asst/PA to Headteacher

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience in general administration and finance  Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures
	Literacy	NVQ Level 2 in English or equivalent
	Numeracy	NVQ Level 2 in Maths or equivalent
	Technology	Ability to use word processor and wide range of financial and administrative IT packages
<b>Communication</b>	Written	Ability to complete returns and financial information appropriate to the role
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy , as required
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing

<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance