

The Phoenix Primary School & Nursery

JOB DESCRIPTION

Title of Post: Administrative Assistant

Salary Scale: Scale 2 Point 3

Responsible to: Headteacher – Miss Kerry Geary

Hours: 13.5 Hours per week – 9:30am to 2:30pm (30 Minute Break)
38 weeks per year

Main Purpose of Job: To provide an effective and efficient administrative and welfare support to the school and Headteacher. Undertake pupil-related and other administrative work to ensure an efficient and effective administrative service for the school.

Particular Duties for Administrative Assistant Role at The Phoenix Primary School & Nursery:

Administrative

- To undertake general clerical and administration duties giving support to the Inclusion Team.
- To input and ensure the accuracy of data onto SIMS and CPOMS systems.
- To effectively use SIMS to produce reports, letters and documents for attendance.
- To undertake typing and word processing as required (including producing standard-form letters).
- To undertake filing.
- To take messages and assist with telephone calls and face-to-face enquiries.
- To provide hospitality for visitors to the school.
- Maintain the on-line diaries for Inclusion Manager/Team.
- To assist with the preparation and maintenance of the manual and computerised pupil data records.
- To assist with reprographic work.
- To monitor the main office e-mail account: reply to messages in a timely manner or send on to the appropriate member of staff (where applicable).
- To effectively use the school signing in system - Schools Inventory.
- To assist with Reception/School Office when required.
- To assist with visits by School Nurse, Speech and Language Therapists and Specialist Teachers.

Welfare

- To assist the Attendance Officer in checking attendance letters and contacting parents of children re attendance matters.
- To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary.

The duties may be varied to meet changing circumstances in a manner compatible with the post held and other such duties the Headteacher might reasonably require. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Date:

Administrative Assistant