

Job Description

Job Title

Administration Assistant

Grade

Scale 2 point 3

Reports to

Headteacher, Finance Manager

Job Purpose

To provide effective and efficient clerical and welfare support to the school

Duties

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy
- To notify parents of any head injuries and distribute any injury forms
- To liaise with parents regarding pupils sickness/injury
- To assist with visits from nurse, dentist etc
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- Sending of outgoing post and sorting incoming post, including the purchase of stamps
- To provide general clerical support as required
- To assist with the administration of school visits in liaison with the teaching staff
- To undertake routine data input and typing
- To assist with lost property
- Collation of daily meal numbers for kitchen
- Completion of daily registers and first day calling
- Check & action any emails
- Usage of school systems e.g. MarvellousMe, Pay360
- To produce correspondence, reports etc as required, using various software and modules
- To assist with the production and distribution of pupils school reports
- To assist with the monitoring, ordering and maintenance of stock including first aid supplies

- To update pupils Care Plans in liaison with SENDCo, Class Teacher, Headteacher
- Administration for pupil's leave of absence
- Arrears of monies from parents i.e dinner money, breakfast club
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- Creation and distribution of the weekly newsletter
- Creation of 'Signing In' sheets for staff
- Policy updates
- Updating of the school website
- Ordering of school milk for under 5s
- Administration of Pay360

General

- 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
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade