



Stapleford Abbotts Primary Academy

Stapleford Road, Stapleford Abbotts RM4 1EJ

Headteacher: Ms Speller

office@sapa-tkat.org, 01708 688207



Job Description

Office Administrative Assistant & Welfare Assistant

Name:

Responsible to: The Headteacher, Business Manager

Band: 35 hrs, 44.3 Wk/Yr, LGPS/NJC Scale 3, Range Point 4 to 5

Responsible for:

- Strategic planning and operational management of your responsibilities.
- To provide attendance management and administrative support to facilitate compliance with school attendance policy all statutory requirements and the smooth running of the school
- Administering any care, medical needs or personal needs including toileting, attending to bodily spills.
- Working in partnership with the SLT, teachers, Learning Support Assistants within the school and the SENCO to support learning in line with the school curriculum, codes of conduct and school policies and procedures.

Purpose:

- To ensure that the schools administrative and attendance records are kept to the highest standards and with the utmost accuracy, whilst ensuring that GDPR requirements are met at all times.
- To enforce the school's vision for learning through high expectations of behaviour and safety, including standards for discipline, attendance, punctuality and communication with colleagues, the school community and outside agencies.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

Key Responsibilities:

- To be the first point of contact for any platform in use by the school, telephone, email and face to face enquiries taking and relaying messages as appropriate to the relevant person (Headteacher and or Business Manager).
- To understand and apply school policies in relation to attendance, health, safety and welfare.
- Complete registers in a timely fashion, following up on absences in line with Attendance and safeguarding policy. To support the high expectations of regular



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attendance in school tracking and monitor attendance, issuing letters to parents as required and inline with policy

- Manage controlled entrance and exit of the school site by use of security gates and CCTV.
- To ensure school security arrangements, including the checking of DBS in line with policy, are always complied with, including the issue of visitor's badges and signing of the visitors' book/system.
- Accept and sign for deliveries as appropriate, ensuring that the delivery notes are checked against the items received. Dealing with all-incoming and outgoing post requirements.
- Keep up to date the School Management Information System when required, ensuring that all absences are logged on this system.
- Publishing the school newsletter and updating the schools website to keep the school relevant.
- Managing the school trips, documentation, collection of money and booking of trips and coaches.
- Organisation and booking in of school clubs, ensuring that the school has all the relevant information in place and monies are collected where applicable.
- Ensure all processes and procedures are adhered to and comply with the policies and regulations of the school and TKAT.
- Inputting of accurate data into school systems such as SIMS and TKAT formats. Ensuring that TKAT deadlines are met.
- Undertake routine data input and typing. Providing general administrative support as required.
- Supporting the Head teacher and Business Manager, in maintaining the schools administrative system and hard copy files where needed.
- Maintain accurate records of cash received. Assist with the sale of school items, as required.
- Managing the schools lost property area.
- To ensure that correct documentation relating to allergies are accurate and kept up to date while being available to the staff that would require them to perform their duties.
- To be First Aid trained; to provide medical assistance to pupils when necessary. Managing the school staff have First Aid Training that is valid.
- To ensure that the school has adequate first aid supplies at all times. To ensure that the school stock of stationery and consumables are adequate at all times.
- Storing in a safe manner medication for children with the consent documentation and administration medication as per doctor's instructions.
- Having a clear understanding of the Administrative staff role in a building evacuation. Taking the lead in this function when the designated member of staff is not on site.
- Undertake general administrative duties.
- Recording accurately and processing the Census and Workforce Census to meet the appropriate deadlines.
- Collating the dinner registers and ordering of meals for the schools provider.
- Processing the milk and fruit orders and attending to the related claims.



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- To respect confidentiality at all times, following the TKAT policy for GDPR.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.
- Such other duties as may be required by the Headteacher.
- The duties are neither exhaustive nor exclusion and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively.
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

Staff Development and Wellbeing

- To take part in the school's CPD programme when required.
- To engage actively in the Performance Management Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line managers.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To promote the general progress and well-being of individual students.
- To alert the appropriate staff and or DSL's to problems experienced by students.
- To apply the Behaviour policy to maintain high expectations throughout the school.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff, pupils and families to follow this example.
- To actively promote the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate.

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.



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- Have due regard for student safety and report any concerns to the appropriate school body.

Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description.

Standards

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

Post holder: _____ Date: _____

Line manager: _____ Date: _____

Headteacher: _____ Date: _____