

**Dilkes Academy**  
**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**

Responsible to: Head Teacher and Bursar

Purpose of Job: To provide an effective and efficient clerical and welfare support to the school, including some finance.

**Duties and Responsibilities**

**Welfare**

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils.

**Reception**

- To be a 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**

- Ensure that dinner numbers are checked from class registers against funds available on ParentMail +Pay
- To undertake clerical duties arising from school meals provision.
- To administer school breakfast club register on ParentMail +Pay.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- To provide general clerical support as required.
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- To undertake wordprocessing as required.
- Updating and using ParentMail +Pay as necessary.
- Obtain quotes and make bookings for coaches for school trips.
- Administer the Year 6 Residential trip.
- Sending messages to parents/staff etc on school app.

**Finance**

- To be responsible for checking ParentMail +Pay for the collection of dinner/trip/swimming etc monies and completion of all catering returns for school meals and free school meals and liaison with parents.

**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 nor exhaustive and the post holder may be required by the Head Teacher or Bursar to carry out appropriate duties within the context of the job, skills and grade.