



**St John's Green Primary School.**  
**Learn to Live, Live to Learn**  
**Job Description for Administrative Assistant**

<b>Title of Post:</b>	<b>Administrative Assistant</b>
<b>Banding:</b>	<b>Essex Pay Band 3 Scale Points 4 – 5</b>
<b>Responsible to:</b>	<b>Headteacher, Deputy, School Business Manager, Office Administrator</b>
<b>Purpose of the Job:</b>	<b>To provide effective and efficient clerical, financial and welfare support to the school.</b>

**Duties and Responsibilities:**

- To administer first aid to pupils as required, in keeping with the school's policy
- To liaise with parents regarding pupil sickness/injury
- To assist with visits from nurse, dentist etc
- To assist with the general welfare of pupils
- 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
- 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 assist with the sorting and distributing of incoming post and the sending of outgoing post
- To provide general clerical support as required
- To assist with 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
- To assist with the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- To prepare monies for banking
- To assist with financial administration such as placing orders, invoicing, collecting monies, issuing receipts etc
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies
- 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
- 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 Headteacher to carry out appropriate duties within the context of the job, skills and grade.