



Sunnymede Junior School Job Description



Job Title:	Administrative Assistant
Salary range:	Scale 3
Reports to:	Office Manager/PA to Headteacher
Liaison with:	Headteacher, Deputy Head, office and other staff, pupils, parents, visitors, governors, EEC staff, external agencies
Line Manager:	Headteacher
Main Purpose of Job:	To provide effective and efficient administration and welfare support to the school
Type of Contract	Permanent
Hours	26.5 hours per week, term time only and 5 Inset days

Main Duties

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 the organisation of visits from nurse, dentist and other external visitors
- To assist with the general welfare of pupils
- To attend to the personal needs of specific pupils e.g. toileting or supporting with more complex medication (only at the direction of a suitably qualified member of staff and once full training has been given)

Reception

- To be the first point of contact for both telephone and face to face enquiries and take and disseminate messages
- To ensure school security arrangements are always complied with, including the issue of visitors' badges and signing of the visitors' book
- To accept, check 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 basic maintenance of the photocopier)
- To sort and distribute incoming post and send outgoing post
- To provide general administrative support as required e.g. preparing monies for banking, administration of PlusPay and SIMS dinner money module
- To undertake routine data input and typing accurately, including attendance data
- To assist with the monitoring and maintenance of stock
- To assist with the administration of school trips and visits in liaison with the teaching staff (e.g. collecting monies and permission slips)
- To assist with lost property
- To upload dates and letters to the school website
- To maintain and update the school inventory

General

- To ensure the highest level of confidentiality at all times, in line with GDPR protocols: when communicating orally or in writing and when handling data

- 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 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

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment

Signed by Headteacher: _____ ***Date:*** _____

Signed by Employee: _____ ***Date:*** _____