

Job Description



Job Title	Administrative assistant
Grade	Scale 4/5 points 6-11
Reports to	Business Manager; Headteacher
Liaison with	Headteacher, Business Manager, other school staff, Pupils, Parents, External agencies, therapists, contractors

Purpose of the job To provide effective and efficient administration support to the school including finance and personnel duties

Duties

Welfare

- To liaise with parents regarding pupils sickness/injury, including liaison with other staff and parents
- 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 into the school electronic visitor system
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Administrative

- Undertake the daily routine and process associated with maintaining all incoming mail both physical and electronic and ensure that the SBM/HT is updated as necessary
- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- Filing and maintenance of office records and archiving
- To maintain the school diaries on Office 365
- Maintain and update school website, including the calendar and any updated documentation or changes to the pages as requested by the Headteacher or Business Manager
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post
- To be responsible for 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 raise purchase orders for supplies
- To monitor all educational visits and ensuring communication and documentation is correct and completed. Collecting quotes and booking of coaches. Ensuring collection and banking of all monies received. Making refunds where necessary.
- Collating parental consent and ensuring teachers receive reports relating to their particular activities. Administration of parent driving permission as necessary.
- Be responsible for administration of school lettings, liaising with the caretaker and hirer as necessary
- Act as confidential secretary to the Headteacher in SBM absence
- Arrange for updating, publishing etc. of newsletter, school handbook, prospectus and other documents
- To liaise with the Essex Music tutors, Essex Music, students & parents. Create and communicate termly rota for music lessons in school
- Complete such returns as may be required by the LEA, DfES etc.
- Implement appropriate administrative systems/procedures as necessary
- To provide general clerical support as required

Finance

- To process purchase orders for school, ensuring that they are correctly coded and entered onto the finance systems.
- To assist in the receipt of delivery of goods into the school, ensuring goods are received before payment is made
- Filing all relevant documentation
- To complete trading accounts each month as necessary
- To be responsible for 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 collecting monies, issuing receipts, monitoring debts etc.
- Maintain manual and computerised financial records
- Undertake administrative tasks relating to licences held by the school
- Be responsible for filing, security and retrieval of financial data
- Be responsible for maintaining the school inventory in liaison with the site manager
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies

Personnel

- To manage an effective system recording staff absence, ensuring medical certificates are received and relevant forms are complete
- Maintain manual and computerised personnel records relating to absence
- Maintaining the Single Central Record (SCR). This will include ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance
- Be responsible for all administration arising from staff absence
- Be responsible for recording, monitoring and claiming overtime and other subsistence claims
- Maintain records of supply teacher employment ensuring POs are raised
- To be responsible for producing the monthly return regarding staff absence for submission to Payroll Service Team.
- To maintain the schools' staff emergency contact list.

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.
- Health and physical capacity for the post
- To undertake any training commensurate to the post
- 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