



## Heybridge Primary School - Job Description

<b>Job Title</b>	<b>Administrative Assistant</b>
<b>Grade</b>	Band 2 (mid)
<b>Reports to</b>	School Business Manager
<b>Job Purpose</b>	<p><b>Administration Support</b> To play a key role in supporting the operations of the School Office, including reception duties, clerical, administrative support, maintenance of computerised and manual records, management information systems and communications</p> <p><b>Pupil Care and Support</b> To provide pupil care and support the safeguarding and welfare of pupils including responsibility for first aid</p>
<b>Duties</b>	<p><b>Administration Support</b></p> <ul style="list-style-type: none"> <li>● Provide support with all communications, e.g. pupil and public reception, telephone, letters, website, e mail, photocopying, laminating</li> <li>● Procurement , working in accordance with agreed procedure to ensure curriculum resources are received efficiently and represent best value purchasing principles</li> <li>● Maintain all stock and resources</li> <li>● Receipt, record and distribute deliveries in accordance with financial procedure</li> <li>● Cash income; receipt and record of income in accordance with procedure</li> <li>● Provide support in the organisation and delivery of school events and activities</li> <li>● Hospitality</li> <li>● Support the daily catering provision for children</li> <li>● Pupil Related administrative support including update and maintenance of manual and computerised systems, catering etc</li> <li>● Support and protect the welfare and wellbeing of pupils</li> <li>● First Aid – to be the designated first aider in school. Maintain appropriate records of incidents and accidents and provision of first aid supplies, in accordance with policy and procedure</li> <li>● Production of materials e.g. certificates to support the running of the school</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● To have a responsibility for the Safeguarding and Welfare of all Pupils</li> <li>● To maintain Confidentiality at all times</li> <li>● To maintain Data Protection adherence at all times</li> <li>● To be responsible for security of cash</li> <li>● To comply with individual responsibilities for Health &amp; Safety in the Workplace</li> <li>● To ensure all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>● Any other duties as may reasonably be required from time to time, commensurate with grade and/or level of responsibility of the post.</li> </ul>