



St. Mary's C. of E. Primary School



St. Mary's CE (VA) Primary School Burnham-on-Crouch Administrative Assistant Job Description

Post:	Administrative Assistant
Hours:	20 hours per week 8.30-12.30 Monday to Friday
Paid:	Band 2 Points 3-5
Responsible to:	Office Manager and Headteacher
Line Manager:	Office Manager
Liaison with:	Teaching staff, non-teaching staff, catering staff, governors, pupils, parents and other school visitors

Main purpose of job To provide effective and efficient reception, welfare and administrative support to the school, including some PA duties for the Headteacher. Some financial duties.

Main duties and responsibilities

Welfare

- To be the first point of contact for sick and injured pupils, liaising with parents and other staff as appropriate
- To administer first aid to pupils as required, in keeping with the school's policy
- Liaise with the school nurse, dentist etc, including making appointments with parents as and when requested
- Keep records of pupils' medical needs up to date and making sure all first aid boxes are fully stocked
- To assist with the general welfare of pupils

Reception

- Be first point of contact for both telephone and face to face enquiries and take messages where appropriate
- Provide general assistance and hospitality to visitors to the school
- Ensure that security arrangements are adhered to including issue of visitors' badges and signing of visitors' book
- Ensure that all first time visitors to the school are aware of the fire procedures
- Accept and sign for deliveries, check and certify all goods received against the order form
- Provide general assistance as required at school functions

Administrative

- Word processing as required
- Distribute correspondence to parents and ensure copies go to relevant staff and governors in line with school policy
- To undertake filing on a regular basis and ensure that confidential waste is shredded immediately
- Photocopying and reprographic work as required
- Basic maintenance of the reprographic machines, liaison with engineers
- Sending communication by text and email and providing copies to the relevant staff and governors
- Liaise with the school photographer re the organisation of school photographs, coordinate arrangements, collect orders and return photographs as necessary
- To be responsible for the maintenance and monitoring of stock levels including items for the reprographics
- To produce the stationery and first aid orders using the agreed forms and pass these to the Office Manager
- To open, date stamp and sort incoming post and send and record outgoing post on a daily basis
- To check and filter school emails daily and deal with these appropriately, forwarding as necessary and deleting 'junk mail'
- To access and use the Essex Schools' Infolink website, especially with regard to attendance and school meals
- To update school website and upload other information and diary dates as necessary
- To provide general administrative support where required
- Keep the school's Target Tracker updated from SIMs system weekly
- Support Office Manager in completing returns as required by the LA DFE etc.
- To be responsible for updating Fischer Family Trust
- Ensure lost property is kept tidy, orderly and disposed of at the end of every half term
- Manage the distribution of stock to teaching staff twice weekly
- Keep the 'celebration' notice board in the foyer tidy and up to date

Attendance

- Maintain overview of attendance registers, recording of absences reported to the office, monitoring attendance and keeping the Headteacher informed, attending school based meetings and communicating with parents
- Contacting parents of pupils who have not arrived at school, for whom no reason has been received, by 09.30 on the first day of absence
- Recording communication about pupils on the school's 'contact reports' and passing these on to Headteacher and relevant staff
- Collation of pupil absence information, preparation and submission of associated returns and reports
- To support office manager in preparation and maintenance of the manual and computerised pupil data records, arranging the transfer of files to and from other schools as appropriate. To include SIMS.Net and Common Transfer Forms

School Meals

- Liaison with parents, maintaining catering records and providing these for the Finance Manager
- Ascertain dinner numbers and advise the Catering Manager daily
- Balancing of dinner monies to School Money system and following up parent payment of outstanding balances
- Advising the Finance Manager of any outstanding debts on a weekly basis
- Completion of all free school meal documentation, records, returns and liaison with parents
- Liaison with parents regarding Cool Milk Scheme
- To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies

Headteacher

- Provide assistance and refreshments to the Headteacher throughout the day as required.

Professional expectations

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities 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

Such other duties, as may be necessary from time to time, in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body. The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held

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.

This job description does not form a part of a contract of employment. It will be reviewed at least once during each academic year or more often if necessary. In addition it may be reviewed at any time after consultation with you.

Employee's signature _____ Date _____

Headteacher's signature _____ Date _____