

# Job Description

**JOB TITLE:** Administrative Assistant

**REPORTING TO:** School Business Manager

**Grade:** Scale 4 spine pt. 18 - 21

£ 19,917 - £21,984 (FTE i.e. 5 days per week, all year round)

*Pro-rata for no. of hours per week and term time only*

**Hours of Work:** Approx. 25 hrs. per week, term time only (40 weeks including 5 inset days)

**To assist with the provision of a range of administrative and financial tasks which support the School Business Manager, Senior Leadership Team, School Administrator and other staff within the school. To ensure that the school is a welcoming and helpful place to all families, parents and visitors to the school.**

## Main Duties and Responsibilities

### **Financial & HR Administration**

- To assist with the collection and checking of monies, preparation of money for banking as well as maintaining records of income for dinner money, breakfast and other clubs, schools trips, charities, book fairs and other special events etc.
- To check deliveries and invoices and ensuring the safe location of goods delivered.
- To pursue the recovery of unpaid dinner monies and other charges by letter or telephone.
- To input invoices and income into School Financial Management System, as directed by the School Business Manager.
- To maintain records e.g. asset register, IT equipment loan log etc. in terms of both computerised records and paper filing systems.
- To add administrative support to the HR work of the School Business Manager.

### **Operation of administrative systems within the school**

- To assist in the maintenance and updating of pupil records.
- To ensure staff/children's registers are completed daily and computerised attendance records maintained including providing attendance numbers to the kitchen on a daily basis.
- To assist staff in the efficient operation of medical examinations, school photographer visits, book fairs and other appointments.
- To assist with bookings, and collecting monies/forms for school trips.

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- To assist in the maintenance of electronic filing systems provided at the school.
- To be able to use the ICT systems managing attendance, school dinners payments (training will be provided).
- To maintain up to date staff files including safeguarding information.
- To be responsible for the photocopying and distribution of whole school letters and other information as requested by the School Administrator or Leadership Team.
- To take minutes at key meeting s.
- To update contents of school website as required (training will be given).

## Reception

To welcome families, parents, visitors and callers to the school, ensuring registration procedures are followed and to direct visitors to the appropriate areas when required. Ensure the school office/ reception area is tidy and presentable at all times.

- To answer telephone calls, taking and logging messages, answering general queries wherever possible.
- To respond confidently and professionally to parents/carers, visitors and staff members at all times.
- To book visits, meetings and events where appropriate, providing administrative support to the team.
- To display current information on notice boards for staff.
- To open post and circulate, maintaining staff communication.
- To deal with visitors' registration including following both security and safeguarding procedures.

## Parents and pupils support

- To welcome parents and pupils and to provide support for them within the school.
- To ensure children are signed in if they are late in arriving and signed out if they leave before the end of a session.
- To assist with monitoring and recording late children and ensuring they get to their classes as soon as possible.
- Supporting the School Administrator in caring for sick or injured children, including appropriate record keeping.
- To do a supervisory ½ hour duty with children in the Dining Hall or Playground as scheduled (usually twice a week).

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## Responsibilities

Be aware of and comply with, policies and procedures relating to child protection, behaviour, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Participate in training and other learning activities and performance development as required; including the undertaking of training to achieve competencies required to operate Management Information System and the associated hardware and software.
- Ensure good attendance, punctuality and professionalism.
- Comply with the Staff Code of Conduct.

To undertake any other duties appropriate to the post as directed by the School Administrator, School Business Manager or Leadership Team.

Please Note: **This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.**