



## JOB DESCRIPTION

<b>Post title:</b>	Admin Assistant
<b>Salary Range:</b>	NJC scale 5, Point 9-13 depending on experience
<b>Hours:</b>	18 hours per week / 39 weeks per year
<b>Contract Type:</b>	Part-time, permanent
<b>Responsible to:</b>	Office Manager

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**Job Purpose:** To provide daily administration of the school office including management of IT systems. To communicate with staff and parents and all external visitors ensuring confidentiality at all times.

### **Main Duties and Responsibilities:**

#### **Organisation**

- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment
- Assist with PE /Sports competitions co-ordination including booking transport
- Oversee the co-ordination of school photos
- Co-ordinate external visitors such as Flu immunisation, Vision screening, National child measurement programme and Bikeability
- Oversee school activities such as afterschool clubs and music

#### **Administration**

- Maintain the management information system, databases and office files
- Assist with managing the school's email inbox and telephone calls, ensuring the school meets its expected response times and emails and telephone messages are forwarded to the relevant staff member as necessary



- Provide clerical and administrative support to the leadership team and teaching staff as required
- Process relevant Admissions paperwork with regards to starters and leavers
- Management of online purchases on MIS system
- Management and processing of Purchase Orders/Invoices on finance systems
- Website Management and School Facebook
- Administer the DBS process and collating of both new and renewal certificates
- Manage and administer pupils school reports
- Carry out filing, printing and photocopying
- Send out parent communications as required
- Perform relevant first aid duties and act as a Fire Warden
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

The admin assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the admin assistant will be required to carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.