WHITEHILLS PRIMARY SCHOOL
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

Statement
At Whitehills Primary we acknowledge and value the contribution made by office staff to the smooth running of the school and their important role in whole school development. For many school users, the office staff are their first, then regular contact with the school therefore the following core principles should be maintained at all times:

Core Principles:

- To provide a warm and welcoming point of contact for all school users
- To handle all enquiries with politeness and efficiency
- To facilitate the smooth running of the school through careful prioritisation of tasks including those of a regular nature and the unexpected
- To maintain security and respect confidentiality
- To provide support to each other and other staff members in the daily running of the school

The School Administrative Assistant is responsible to the Head teacher but may also be asked to work under the direction of the School Business Manager, School Administrator and Teaching staff.

Principal responsibilities
To support the smooth running of the school office and provide administrative support to School Business Manager, School Administrator and teaching staff.

Reception

- To provide a point of contact for parents, pupils, staff and visitors
- To ensure the main reception area is presentable and welcoming, and is free from obstruction
- To ensure the front entrance school security system operates correctly, ensuring all visitors sign in and out of the building in line with Child Protection Procedures

Administration

- To sort and distribute the school's incoming post. Action all outgoing school post
- To respond to enquiries from parents, governors, Local Authority officers, visitors and any other external agencies
- To respond to telephone calls, answering queries and taking messages when required. Prioritising messages and passing them to staff in a timely fashion
- To maintain and develop the school's filing and record systems.
- To maintain the school's archiving system, adhering to retention schedules and arranging the destruction of documents as and when required.
- To assist with the preparation of new starter packs.
- Book additional school opening hours with Amey.
- Maintain and update the schools inventory spreadsheet.
- Submit monthly energy meter readings.
- Arrange annual Energy display certificate / Pat testing.
- Update / distribute Staff induction packs, staff handbook, school prospectus when required.

- Monitor policy review schedule and distribute to relevant staff.
- Create term and diary dates. Publish on relevant platforms.
- Monitor and action emails sent to the office email address.
- Manage parents evening bookings and school production tickets.
- Process DBS applications, barred list and prohibition checks.
- Monitor and order paper supplies.
- Submit numbers on roll to WNC.
- Monitor FSM/Pupil premium entitlement.
- Create office meeting agenda and follow up on action points.

Pupils

- Collate data on new pupils, enter data onto SIMS pupil database and any manual systems as required.
- Produce class lists and pupil information etc. as required by teaching and non-teaching staff.
- Pass important messages for pupils via class teacher at appropriate times.

Finance

- To maintain the school postage system.
- To receive and count monies as necessary.
- Ordering of school supplies, create purchase orders on the finance system.

Pupil welfare

- To provide support for pupils who are ill at school, contacting parents if necessary.
- To contact parents for other reasons, as necessary.
- Administer pupils prescribed medication appropriately.

General

- To attend such training and seminars as appropriate.
- To undertake any reasonable duties as determined by the Head teacher.
- To respond to activation of fire alarms, following guidelines. Assist with the taking of registers into the playground.
- Deal with all queries relating to school meals.
- Arrange and allocate Cool Milk and NMRU monthly milk submission.
- Liaise with school photographers and organise pupil photographs.
- Process pre-loved school uniform including payments.
- Liaise / book contractors for Pod maintenance / Photocopiers.
- To check deliveries and distribute as necessary.
- Ensure appropriate supply of forms are available for staff to access
- Update school Google and website calendars.
- Carry out any additional duties as directed and appropriate to the scale of the post.

The above list of responsibilities is not conclusive and may change in accordance with the school's needs.