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| **JOB TITLE** | ADMINISTRATION ASSISTANT | | |
| **SCHOOL** | **Delamere School** | | |
| **GRADE** | Band 3 | **Weeks per Year** | 39  (term-time plus inset days) |

**JOB PURPOSE**

To provide comprehensive administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support pupil well-being.

**Reception**

* To undertake reception duties: answer the telephone, taking messages and acting on information received. To relay messages to staff and pupils.
* To welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required and keeping Single Central Record up to date
* To assist with general day-to-day queries & provide general advice and guidance to Staff, Pupils, Parents & Visitors.
* To coordinate the safe movement of buses and transition of children into school at the start and end of each day
* To make arrangements for external visitors, for example, photographer, medical professionals

**Administration**

* To provide general clerical support using Microsoft Word, Excel, Outlook etc.
* To file, email, scan and complete routine forms for the Local Authority and other outside agencies.
* To communicate information to parents via Parentmail.
* To open and distribute mail, and respond to routine correspondence.
* To prepare, collect and maintain all routine forms using SIMS and ParentMail in relation to pupil records, e.g. data checking sheets, trips, photo consent forms, nursery forms, internet permissions forms, home school agreement forms.
* To assist with pupil welfare matters and contact parents when necessary.
* To deal with school admission enquires.
* To provide monthly staff absence data to Local Authority
* To maintain training records for staff & coordinate attendance on mandatory training such as First Aid.
* To keep daily cover sheet up to date and support with arranging cover as required for staff absence, training etc.
* To provide monthly top-up data to Local Authority
* To provide other data to DFE, Local Authority as required
* To have oversight of diaries for room / meeting bookings

**SIMS**

* To ensure electronic school registers for pupil attendance are completed by staff
* To carry out pupil data ensuring information is entered accurately.
* To record pupils arriving late and any reasons for absence.
* To monitor attendance and punctuality, conducting daily first responses for unexplained absences and escalating any identified concerns.
* To keep pupil details up to date
* To run reports upon request.
* To provide support in undertaking Census
* To record staff attendance
* To set up new structure each year and maintain system with new starters/leavers

**Finance**

* To raise & place purchase orders & support processing of invoices as directed by Business Manager.
* To receipt goods on arrival and match delivery notes with purchase order
* To be responsible for the administration of school trips, etc.
* To receipt & record income for class snack/school fund donations
* To support with petty cash expenditure process

**School Meals**

* To collate uptake of school meals daily and liaise with the kitchen staff regarding Local Authority returns.
* To input applications on the OFSM Portal for Free School Meals.
* To monitor payments for school meals & follow up where accounts become overdue

**Assessment**

* To support with the administration of Annual Reviews
* To upload required information to the DfE and Local Authority.

**First Aid / Health & Safety**

* To ensure parents/guardians return medical information forms and to record such information in SIMS.
* To notify parents of any illness.
* To co-ordindate Lockdown / Code Pink action as required
* To provide support during emergency evacuation
* To maintain a record of all Accident & HS1 forms & to provide analysis to Headteacher as required

**Governors**

* To take minutes at Governor meetings as required
* Update Governorhub
* Record attendance following meetings

**The post holder is expected to:**

* To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
* To support and promote the vision, values and the ethos of the school and demonstrate a collaborative,flexible, team working approach to school improvement
* To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
* To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
* To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
* To attend and participate in relevant meetings as appropriate.
* To undertake any other duties as and when required by the Headteacher/School Business Manager.