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| A close up of a sign  Description automatically generated | |
| **Post:** | Admin Assistant |
| **Scale:** | Scale 4 – 35 hrs (Term time only) |
| **RESPONSIBLE TO:** | Senior Admin Officer /Business Manager/Headteacher |
| **FUNCTION RELATIONS:** | All members of the School staff  Local Authority Officers and Inspectors |
| **Main Contacts:** | All staff, Parents and Carers, children and visitors to the School.  Other external agencies of the Council |
| **MAIN OBJECTIVES**   1. To receive parents, carers, children and all visitors and callers to the school, providing a warm welcome and guidance as required. | |
| **MAIN DUTIES AND RESPONSIBILITIES**  **Reception**   1. To welcome all families, visitors and callers to the school, ensuring registration procedures and safeguarding checks are followed and to direct visitors to the appropriate area, informing personnel of their arrival. 2. Update Schools’ online diary. 3. To be part of the day-to-day administrative function, supporting the effective running of the general office as one of the school’s main point of contact, as well as the main point of daily routine administration. 4. To ensure that the reception area is tidy and presentable at all times. 5. To answer all telephone calls, taking and logging messages, answering general queries and transferring calls to appropriate personnel. 6. To assist with parent communication by sending out texts, emails and regular communications such as the newsletter. 7. To book visits, meetings and events where appropriate, providing administrative support to the team. 8. To open post and circulate, maintaining staff communication. 9. To keep records of attendance, visitors’ registration details as set by the school and to provide data as required.   **Administration**   1. To receive deliveries, checking receipt of goods and notifying personnel to collect. 2. To assist staff routine clerical support, e.g. photocopying, filing, faxing, emailing and complete routine forms. 3. To undertake training in new systems and procedures relevant to the duties of the post. 4. Produce lists/information/data as required e.g. children’s data 5. Undertake typing e.g., minutes, word processing and other IT based tasks, including pasting content received by colleagues to the newsletter template. 6. Check school website half-termly for updates required and inform relevant staff to contact website provider with updated content. 7. Support with inductions and document checking with the arrival of new staff, volunteers and governors.   **Attendance**   1. Record data relating to pupil attendance (absence/lateness). 2. Liaise with parents to establish why children are absent, within agreed timeframes. 3. Communicate with teachers and other relevant parties regarding pupil absence. 4. Prepare data for members of the SLT and attend any meetings if required. 5. Obtain authorisation for holiday and other absence requests and maintain records 6. Provide daily lunch lists for the kitchen.   **Admissions and Data**   1. Undertake all administration relating to admissions to the school, including the checking of documentation and maintaining accurate class lists. 2. Ensure all pupil data is accurate and up to date, both personal files and computerised records (Integris). 3. Undertake all administration relating to secondary transfer. 4. Ensure the school meets data protection regulations regarding retention of records.  Financial  1. Undertake routine financial administration, e.g. collect and record dinner money   **Extra- curricular**   1. To assist with administrative management of all out of school activities, including breakfast and after school clubs   **General Responsibilities**   1. Be aware of and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Be aware of and support difference and ensure equal opportunities for all. 3. Contribute to the overall ethos/work/aims of the school. 4. Assist in arrangements for school events etc. 5. Participate in training and other learning activities and performance development as required; including the undertaking of training to achieve competences required to operate Management Information System and the associated hardware and software provided by the LA in order to undertake responsibilities within the post. 6. To implement the Council’s Equal Opportunities policy in all aspects of the duties of the post. 7. To undertake any other duties in line with the basic objectives of the post as required by the Head of School. 8. To act at all times in accordance with Council and departmental policy. | |