

Job Title: Admin Assistant

Responsible to: Admin officer / Head Teacher

Job purpose:

To support the Head Teacher and Admin Officer team to provide administrative support and a general welfare service to children.

Main duties and responsibilities:

Receptionist Duties

- Customer service: reception duties including distribution of internal post, telephone and personal enquiries.
- Welcome visitors, ensuring the correct signing in procedure is followed
- Ensure confidential, tactful and secure management of sensitive information
- Provide clerical support, this to include typing, photocopying, filing, email and other IT based tasks
- Coordinate parent evening and academy function bookings as required
- Hospitality – provide tea and coffee for visitors

Administration

- Use Tucasi to communicate with staff/parents
- To complete the administration of school dinners using IT systems
- Checking orders received and using the access system
- Be responsible for money collection and use IT systems for tracking payments (SCO Pay/Tucasi)
- Assist with data input using RM Integriss
- Support Admin Officer with archiving and destroying records as appropriate
- Coordinate parent evening and academy function bookings as required
- Support the Admin officer with administration of FSMs

Pupil Welfare and Attendance

- Follow academy policy for site security and child protection
- Assist with pupil welfare matters, including contacting parents and staff
- Administering first aid to pupils as required
- Assist with keeping the medical information and updating care plans. Ensuring safe storage and administration of pupil medication
- Keep records of medical information and keep appropriate records, administer medicines & First Aid
- Keep records of incidents and accidents
- Attendance – daily class register; following up pupil absences; provide regular reports on absence data
- Liaise with outside agencies to support children in the academy

Other

- Work within trust policies and procedures, including participating in performance management and professional development as required
- Follow health and safety procedures including being the fire warden
- Supporting staff as required
- Undertake any other duties as required by the Head Teacher/Admin Officer.

Additional Information: This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

The Kite
Trust
Flying high
together

Person Specification – Admin Assistant

Qualification and other required skills	Essential	Desirable
Excellent communication skills	X	
Recent experience of working with children age 4-11		X
Good organisational skills	X	
Good knowledge and understanding of equal opportunities and special educational needs	X	
First Aid qualification (Paediatric First Aid)		X (Provided)
Food Hygiene Qualification		X
Experience of administration systems	X	
Competent in using computer systems including email and Microsoft Word	X	