**Greenholm Primary school**

Administration Assistant

**Grade**: GR2

**JOB PURPOSE:**

To provide support to the school administration team and the general staff population when necessary.

**DUTIES AND RESPONSBILITIES**

* Assist with queries through the telephone
* Assist with queries in person
* Assist with queries through email or other digital means
* Assist maintaining pupil records so that they are accurate
* Assist maintaining staff records when necessary
* Maintain stock levels of various materials and keep inventories up to date
* Photocopy and distribute resources
* General administrative duties including typing and producing letters or minutes when necessary
* Other administrative tasks as required to support the School
* Other duties commensurate with the grade to ensure the smooth running of the school
* To prepare and maintain stock levels of various materials
* To sort and distribute post.

In addition

* Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they come into contact with.
* To ensure that all tasks are carried out with due regard to Health and safety
* To undertake appropriate professional development
* To adhere to the ethos of the school
* To promote the agreed vision and aims of school
* To set an example of personal integrity and professionalism
* Attendance at appropriate staff meetings and parents’ evenings as required