



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Administrative Assistant
<b>GRADE:</b>	Scale 2
<b>RESPONSIBLE TO:</b>	Office Manager and School Business Manager

### **JOB PURPOSE**

Under the supervision of the Office Manager to provide an effective and efficient administrative support to the school.

### **JOB RESPONSIBILITIES AND TASKS**

Specified tasks from the attached list.

### **THE POST AT THIS LEVEL**

- Consists of a range of routine tasks.
- Has no supervisory responsibility for other staff; may assist in the induction of new colleagues.
- Work is largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.
- Contact with other people relates to well established matters but sometimes involves dealing with issues where the outcome may not be straightforward.
- Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
- May have responsibility for the accurate handling and security of small sums of cash, cheques or financial resources.

### **JOB RESPONSIBILITIES AND TASKS**

- To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages, signing in visitors in line with the school's policy.
- To assist with arrangements for visits by outside agencies e.g.: school nurse, photographer, social services, S+L, WEST.
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- To type up Healthcare plans for pupils as provided by SLT and distribute to all relevant staff
- To carry out photocopying, filing, , emailing, completing routine forms including Holiday Requests.
- To maintain manual and computerised records/management information systems for pupils and other data.

- To produce lists/information/data as required, including dinner, parental consents, milk registers, daily fire grab bags, and any other reports as directed by the Office Manager.
- To record and maintain attendance data and other data as required, including assisting with data required for the school census.
- To assist with the maintenance of the school inventory (annual checks and smart water).
- To assist the Office Manager in ensuring all safeguarding requirements are met and administration of the Single Central Record is accurate and up to date.
- To maintain and collate pupil reports.
- To undertake typing, word-processing and other IT based tasks; Text to Parents messaging, producing weekly electronic newsletters.
- To assist the Office Manager with creating trip information on the relevant systems. Manage communications with parents and chase outstanding consents/payment.
- To upload electronic newsletters/correspondence for parents to the school website.
- To sort and respond to routine email correspondence.
- To sort and distribute mail; prepare outgoing mail.
- To assist the Office Manager with creating and maintaining registers of casual workers/supply staff and assisting with cover as supervised by the Office Manager. Not sure if this role is with the Office Manager anymore as it sits with Karen. Do we still want this bullet point?
- To operate uniform and other sales within the school under the supervision of the Office Manager/Business Manager.
- To collect and record any other monies received in the office.
- To assist the Office Manager with routine financial administration
- To assist the Office Manager with the monitoring and maintaining of office stock and supplies.
- To accept and sign for deliveries liaising with the Finance Assistant/School Business Manager.
- To open school gates according to requirements
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

**NOTE:**

- This job description is not necessarily a comprehensive definition of the post and will include tasks in keeping with the level of this role.
- The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and postholder.

**PRINCIPAL CONTACTS**

Headteacher, SLT, Office Manager, pupils, parents, visitors, teachers, other school support staff.