



Copley Junior School



Administrative Assistant Job Description

GRADE 5

28 hours term time only + training days (as arranged with Head teacher)

Responsible to

Under the instruction of the Head teacher, Assistant Head teacher and Office Manager, you will be required to provide general routine clerical, administrative and financial support to the school.

Job Purpose

- To provide receptionist duties
- Provide administrative support for the school office
- To undertake general clerical and word processing duties
- To assist in maintaining all areas of pupil information including attendance
- School meals administration
- To be at all times the welcoming face of the school

Key Duties / Areas of Responsibility

- To provide a positive, warm and welcoming reception for all visitors to the school office, together with telephone duties and dealing with enquiries from visitors, parents, telephone callers etc
- To communicate with outside agencies/services e.g. school nurse, engineers, contractors and direct enquiries to relevant personnel
- To be prepared to undertake jobs allocated by Office Manager on a daily/as required basis and provide cover for the Office Manager if required
- To help maintain pupil information by day to day entering of all confidential pupil information onto computer systems
- To help maintain confidential computer files and update when necessary
- Collate pupil meal numbers and control dinner money collection via online systems. Experience of using ParentPay is desirable.
- Administration of the School Fund ensuring that all records are kept up to date and that all necessary information is available for School Fund Auditors annually
- Banking and Cash Book reconciliation in accordance with the Finance Policies and procedures
- Administrate all online systems for educational visits, after school clubs and fund-raising events
- Organise the purchase of goods for school discos, parties and residential visits
- First day phone calls for attendance, maintaining and monitoring attendance and punctuality, information for pupils and liaising with relevant agencies regarding pupil attendance
- Prepare relevant reports regarding pupil attendance and punctuality as required by the Head teacher and statutory documentation for the DfE



Copley Junior School



- Maintain computer data entries using SIMS, including change of address / numbers/contacts/ class lists. Maintain updated emergency contact information for the school
- To ensure staff are informed of any messages/information relevant to the children
- To provide word processing support to all staff
- Organisation of bookings and letters for educational visits, including transport, venues, and lunch arrangements and organisation of after school clubs, including collection of permission slips, production of registers, follow up procedures if a child does not attend a club etc.
- Organisation and distribution of letters, leaflets, photos to parents, split parents and governors as required
- Undertake photocopying and laminating for staff as required
- To check and distribute deliveries ensuring all relevant documentation has been completed
- Minor first aid including administering medicines and completing relevant documentation
- General tidiness of school office and administration stock cupboards, ensuring Office Manager is made aware of stock levels
- Assist the Office Manager with the upkeep of the inventory and organise the date for annual PAT testing
- Upkeep of the photocopiers, including readings for the cost of printing and quarterly returns
- Accompany pupils on school visits if required
- To attend relevant training courses
- At all times to be aware of the confidentiality required of staff working in school

Note: The Postholder's duties must be carried out in compliance with the school's policies and procedures, including safeguarding protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. This job description will be reviewed annually, as part of the school's annual appraisal procedures for learning support assistants, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.