



# HUNLOKE PARK PRIMARY SCHOOL

## Hunloke Park Primary School

Lodge Drive,  
Wingerworth, Chesterfield,  
Derbyshire, S42 6PT  
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**Headteacher: Jennifer Murphy**

## ADMINISTRATIVE ASSISTANT

### Job Description

**Location:** Hunloke Park Primary School, Lodge Drive, Wingerworth, S42 6PT

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

**Hours of work:** 17 hours 30 minutes per week, term time only

**Responsible to:** Headteacher

**Post objective:** To be part of the main school office team, with particular responsibility for our Pre-school and Extended Services provision.

### Main Duties and Responsibilities:

- To operate all the academy's computer-based administrative system in a secure manner, in accordance with Trust policies and practices.
- To regularly maintain the academy's Pupil Management Information System including the annual update of all pupil records.
- To assist with the processing of pupil leavers and starters including electronic file transfers.
- To support the preparation and completion of census returns to the Department for Education.
- To be able to efficiently operate the standard Microsoft applications (e.g. word, excel, outlook etc.)
- To raise Purchase Orders in accordance with delegated financial limits.
- To collect and prepare monies for banking as required, including preparing invoices for Pre-school pupils.
- To support with admissions applications for Pre-school, associated paperwork and ranking of applicants.
- To maintain allocation of Tax Free Childcare funds.
- To maintain school fund records and complete monthly reconciliation and provide returns to the central finance team.
- To assist in the sending of annual pupil reports to parents/carers.
- To support the academy's communications with parents/carers using various media.

- To undertake reception duties, welcoming visitors, parents, contractors and other stakeholders to the academy.
- To handle enquiries in person, by telephone or by email, in a positive and approachable manner.
- To unpack and check off orders received.
- To support the administration of medicines in line with academy policy (training will be provided where appropriate).
- To assist with obtaining quotes for educational visits.
- To assist in booking training for staff and maintaining training records.
- To approach work with enthusiasm and have a keenness to learn.
- To be able to work under pressure and organise/prioritise workload.
- To attend staff meetings and INSET activities where relevant.
- To support the academy's other administrators in their duties, in order to manage the varying demands and deadlines of our busy office and to contribute to the development of the academy's administrative function by being an active member of the team.
- To uphold and actively support the academy's policies and procedures - understanding the importance of confidentiality and data protection.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the academy's policies and procedures.
- Report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- Attend safeguarding training as required by the academy and maintain your knowledge and understanding of your responsibility for safeguarding children in the academy.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

