

Job Description – Administrative Assistant

- Grade:** E points 4-5
- Salary:** £25,185 - £25,583 FTE
- Contract:** Part time, term time – 38 weeks
- Hours:** 31.25 hours per week (Mon – Fri 08.15 – 15.30 including 1-hour unpaid lunch break)
- Reporting to:** School Business Manager/ Head Teacher

Job Purpose

The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and Responsibilities

Reception

- Responding to incoming calls and emails
- Acting as first point of contact for parents who come into the office
- Ensuring all visitors are signed in and safeguarding procedures adhered to
- Ensure late children are signed in by parents/carers
- Take and pass on messages for staff
- Opening and distributing post and deliveries
- Maintain the reception area of the school to promote a positive image for the school

Pupil Records

- Checking all SIMS registers morning and afternoon ensuring correct codes used
- Text/call parents of any children unaccounted for
- Ensuring all absences are recorded on SIMS with notes
- Ensure accurate records for new starters and leavers both on SIMS and hard copies as appropriate
- Managing the academic year in SIMS
- Producing the school census 3 times a year
- Prepare admission packs for new starters
- Keep parental contact details up to date
- Produce CTFs and ensure all documentation forward to new schools for leavers

Administration

- Organise and communicate all details for school trips including residential visits and sports events
- Administration of ParentPay and teachers 2 parents
- Updating the school website
- Preparing the school prospectus and other marketing materials as required
- Prepare weekly reminders and the termly newsletter
- Ensure all confidential information is securely disposed of -e.g. arranging regular shredding collections
- Maintain the staff room and office area
- Undertake any photocopying etc as required by the head or other staff
- Send communication to parents either via Teacher2Parents or as hard copies
- Administer medicines to children in line with school policy
- Liaise with Kingswood re school meals
- Produce reports for the head teacher/SBM e.g. attendance figures
- Nursery admin – including application forms, parental contracts, recording hours,

Financial

- Calculate school trip costs etc and add any trips etc to ParentPay, monitor and chase payments as required
- Prepare all orders and invoices on FMS and liaise with SBM
- Record monies received e.g. from ParentPay on FMS
- Produce reports as required
- Manage nursery payments – calculating parent payments, adding to Parent Pay and chasing payments

Premises

- Undertake weekly fire alarm test
- Undertake weekly/monthly/termly health and safety checks
- Arrange for any repairs and maintenance including obtaining quotes where required

Other

- Ensure all safeguarding training etc is kept up to date
- Read all school policies and procedures and other documents as required
- Undertake other ad hoc duties as required by the head, SBM or other staff.