



## St Peter and St Paul Church Primary School

### Let Your Light Shine

Wisdom

Hope



Courage

Respect

**An aspirational school where children are equipped with the knowledge, skills and values to thrive academically and socially, and develop the self-belief to embrace their future lives with confidence as God intended them to.**

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

### **Job Description Administrative Assistant**

#### **Job Purpose:**

The Administrative Assistant is responsible for providing support for a broad range of administrative activities to enable the school to function effectively and efficiently.

#### **Duties and responsibilities**

##### **General administration**

- Collect, update, maintain and analyse information, data and records ensuring accuracy of information held and produce reports as requested by senior staff or external agencies.
- Update manual and computerised records/information systems (SIMS and Tucasi) including the school website and the school calendar.
- Support the efficient running of reception, managing telephone and face-to-face enquires and ensuring the school's safeguarding procedures for visitors are followed correctly.
- Provide a courteous welcome to all visitors/stakeholders, promoting a positive and professional image of the school.
- Manage the school office email inbox, organise/distribute post, carry out relevant filing, printing and photocopying
- Order, monitor and manage stock, in line with the school's purchasing processes
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders

- Prioritise and carry out a range of administrative tasks such as arrangements for school visits, tours and events, administration of school lettings and other uses of the school as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

### **Attendance administration**

- Collate, update, maintain and analyse information, data and records using SIMS, ensuring accuracy of information held, and produce routine and more complex reports as requested by senior staff or external agencies.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Work with the Headteacher to closely monitor attendance and support with written communication to parents and carers on a termly basis regarding their child's attendance
- Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the Local Authority inclusion team

### **Finance**

- Undertake general financial administration such as processing orders, collecting and recording monies received and assist in maintaining various school accounts in accordance with financial procedures and regulations

### **First aid/welfare**

- Act as a point of contact for pupils requiring first aid
- Manage the administering of medication to pupils in line with school policy and procedures
- Collect information from parents/carers on pupils with medical conditions and ensure the relevant staff are informed and necessary training organised
- Manage and organise completed paperwork from parents/carers of pupils with dietary requirements and allergies and liaise directly with the caterers

## **Wider professional responsibilities**

### **Key Tasks**

- Read the relevant school policies
- Ensure all duties and responsibilities are undertaken in line with the school's policies and procedures
- Undertake training required to develop in the role
- Contribute to the wider life of the school, including supporting staff and the PTA to co-ordinate whole school events