

ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION

Job title	Receptionist / Administrative Assistant
Grade	Grade 2 points 3 - 8
Responsible to	Office Manager
Responsible for	Provision of an effective front of house and general administrative service to the academy
Effective from	January 2025

SUMMIT LEARNING TRUST Mission Statement

Strength through Endeavour

Ambition through Challenge

Excellence through Diversity

Job Purpose

- Provision of effective administrative support to the academy, primarily associated with the reception area
- To provide a professional and efficient front of house service to all visitors to the academy

Main Duties and Responsibilities

- To welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed with due regard to Safeguarding procedures.
- Ensure that all visitors, contractors and professional advisors visiting the academy are aware of and comply with the academy's safeguarding requirements.
- Receive and deal with enquiries from parents, colleagues, learners and visitors over the telephone, by email or in person – taking and distributing messages as appropriate, in a timely manner.
- Managing the academy's post including signing for deliveries and arrange timely distribution to the appropriate colleague, as well as weighing and stamping out going post.
- Assist with large whole academy deadlines as required
- Assist with specific events as required, liaising with academy managers when the need arises, due to events or busy times in the academy calendar.
- Cover for absent members of the academy's administrative team as required.
- Provide word-processing and other clerical services to the academy including producing all academy letters
- Assist the Office Manager in ensuring the reception area tasks are prioritised and efficiently carried out.
- Assist the Office Manager and/or Trust Finance Team in receiving money for school meals, educational visits etc.
- Assist with the administration of the school dinner monies.



Yarnfield Primary School
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- Assist the Office Manager with keeping learner and colleague records up to date, entering new starters and leavers on to the academy's system and parent pay.
- Manage the ParentPay system, input dinner numbers and colleagues, create payment items and manage them, manage dinner money owing, make and print trip and dinner money letters.
- Use the appropriate academy systems (e.g. Arbor, Cloud for Edu, CPoms) to update / input data.
- Manage the inventory system and keep up to date.
- Use the academy's free school meals system including the tracking system for eligibility.
- Manage learner admissions and leavers to ensure the academy has up to date records.
- Support the academy in the updating of the school's safeguarding systems.
- Maintain the Teachers to Parents system.
- Maintain registers and other roles such as club attendance and parent evenings.
- Be responsible for a range of administrative and reprographic duties (e.g. photocopying, scanning, typing letters, inputting data).

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- Have a responsibility for, and be committed to, safeguarding and promoting the welfare of children and young people

Notes

- Undertake any other appropriate and reasonable activity as may be directed from time to time by the Principal.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	