



Job Description

Post: Administration Assistant

Responsible to: School Manager

Post Holder:

Grade: 6

Date Reviewed: September 2018

Job Purpose

Under the direction and instruction of the School Manager carry out duties of receptionist and routine general clerical, administrative and financial support to the school.

KEY TASKS

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents and staff
- Assist in arrangements for school trips, events etc.

Administration

- Provide general clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records and management information systems
- Update and produce lists, information and data as required e.g. pupil and staff data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Update website & text parents with school information
- Set up the academic year
- Maintain the free school meals register
- Record new pupils and leavers and forward CTFs when requested
- Operate the school security procedure including CRB/identity checks and update the CRB register.
- Assist with the monitoring of the dinner registers and school trips
- Input and monitor attendance registers and liaise with the Learning Mentor.
- Record staff absences and liaise with Office Manager
- Assist Headteacher with newsletter
- Book and record supply staff when requested

Resources

- Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Assist with stock and supplies and distribute as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders



Job Description

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description sets out the duties of the post at the time it was drawn up. In addition the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

Signed _____ **Post Holder**

Signed _____ **Headteacher on behalf of the Governing Body**

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