

ADMINISTRATIVE ASSISTANT - GRADE 5

Line of Responsibility

The postholder is responsible to the School Business Manager. The postholder also interacts on a professional level with staff and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

Responsibility for Staff - None

Job Purpose

To be the 'front of house'/first point of contact for the school. To complete all pupil related administrative tasks.

Duties & Responsibilities

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher or School Business Manager meeting the needs of the school.

JOB SPECIFICATION

1. Reception Duties (Main point of contact) including telephone operation, dealing with and passing on telephone and personal enquires and messages from visitors, pupils, parents and staff.
2. Administration tasks such as any typing, minutes or reports as and when required by the Headteacher/SBM.
3. Support with the maintenance of Safety and Security.
4. Reconciliation of banking of all weekly Dinner Monies, record & maintain FSM records. Use of Parent Pay platform for collecting dinner money, recording of meals, trips etc.
5. Organisation & Distribution of all letters, leaflets, photos to parents, & split parents & governors.
6. Administration of pupils attendance and associated reports for headteacher. Record punctuality , medical appointments and contacts with parents daily. Weekly and Termly Reports for the headteacher.
7. Maintain computer data entries using SIM.net . Change of address / numbers/contacts./ Class lists. Maintain new pupils folders for all updated emergency contacts for school.
8. To check and distribute deliveries ensuring all relevant documentation has been completed.
9. Minor First Aid including administering medicines and completing relevant forms within the new Medicine Policy.
10. To ensure staff are kept informed with any information which is relevant to pupils care e.g. messages from home, changes in home circumstances etc.
11. Recording and assisting the Finance Manager the upkeep of the inventory. Organising the Annual PAT testing.

12. Maintenance and upkeep of the photocopiers. (Stock of Paper, repairs to machines where possible, Readings for cost of printing, quarterly return.
13. Ensure Holiday Form requests are passed to headteacher for the appropriate decisions ensuring a prompt reply to the parents. Maintain register with the correct absence code.
14. Record staff absence including appointment in working hours.
15. Prepare photocopying & laminating for teachers when required.

Administration Assistant

Headteacher

Date

Conditions of Employment

The job description is to be performed in accordance with the provisions of the NJC Pay and Conditions Document and within the range of duties set out in that document. The post is otherwise subject to the Conditions of Service for NJC staff in England and Wales and to locally agreed conditions of employment.

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school’s policy in respect of child protection matters.

The postholder shall be subject to all relevant statutory and institutional requirements and may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.