

Job Outline

POST TITLE: Administrative Assistant (FOH)

POST NO:

GRADE: Grade 5

CONTRACTUAL ARRANGEMENTS: Permanent

ACCOUNTABLE TO: School Business Manager

PURPOSE OF THE JOB

To support the Administration Officer in undertaking a variety of administrative and clerical procedures to support the efficient running of the school office.

KEY ACCOUNTABILITIES

1. To be the primary member of admin staff to answer the telephone, receive visitors to the school and deal with routine enquiries from all stakeholders.
2. To manage and maintain info@ school e-mail in conjunction with other admin staff.
3. To undertake the preparation and distribution of correspondence to all stakeholders and other documents as required.
4. Working with the School Business Manager to undertake:
 - Incoming and outgoing mail
 - School prospectus preparation
 - Maintaining the school website calendar and events
5. To maintain computer systems to input details, analyse and interpret data, run reports as required including but not exhaustive:
 - ParentMail
 - School Grid
 - Bromcom
 - Signing in system
6. To collect money and record payments for school meals, trips and events, including online payment systems. To provide basic financial reports to the business manager for incoming payments.
7. To liaise with Other school staff, school associations and outside agencies and organisations as appropriate, including school trip administration and bookings.
8. To maintain after school event registers and administration.

9. Check deliveries and sign delivery notes, dispatch and distribute post.
10. Under the direction of the DSL, maintain safeguarding notices, posters and boards.
11. To ensure end of year processes are carried out by ordering and collating class stationery packs for the new academic year.
12. To maintain stock levels to include ensuring sufficient supply of stationery, paper and forms (absence, claim etc) are available for staff.
13. With regards to Year 6 transition, maintain pupil files, print attendance certificates and send to receiving secondary schools.
14. In the first instance, to provide welfare support to the pupils of the school. This may include undertaking minor first aid duties, assisting children with personal hygiene and notifying parents when children are ill using school systems.
15. To carry out any other administrative or clerical procedure, within the responsibility level of the post, as directed by the Head Teacher or Admin Officer.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety