

Job Description – Administrative Assistant



Job Title: Administrative Assistant **Reports to:** Administration Team Leader

Band: D

Main Job Purpose:

To provide effective and efficient administration support to the School

Main Duties:

General

- To provide general administration support including filing, faxing, word processing and routine correspondence such as Scopay Letters and parents evening
- To assist with calls coming into the school office taking messages and transferring as required
- The administration of school trips as allocated, including outstanding payments, passport information, permission slips
- To be the key point of contact for school reprographics such as booklet collation, exam paperwork, flyers and presentations. To include hand finishing, cutting, laminating, copying and proof reading/quality check before distribution.
- To accurately and efficiently use the school computer systems as instructed including use of MS office packages and bespoke school systems such as Evolve, SIMS and Edulink.
- Sending out communications to parents via SIMS Intouch
- Liaising with the NHS School Immunisation Team and arranging school based immunisations
- To support the order placement for the school by raising Purchase Orders and monitoring the purchasing cycle including receipt of goods.
- To monitor and order stationery and associated supplies as required
- To produce data and lists as required, eg. Pupil data
- To processing incoming and outgoing post in line with school policy including taking special delivery items to the Post Office.
- To minute weekly briefing meetings or any other meetings as requested
- To provide, daily reception cover as needed
- To be a trained first aider, assisting with pupil first aid, welfare duties and liaising with parents and staff.
- To ensure First aid procedures are followed at all times such as completion of the accident book, use of and restocking of medical supplies
- To assist with website and social media updates and development as requested
- To ensure all applicable notices and correspondence are uploaded to the website accurately and to deadline
- To ensure security of cash & cheques as per school policy
- Process teacher planner and diary orders each year
- Other administration projects such as summer school and school hoodies
- To attend meetings as requested
- To provide cover for other School office administration based tasks as requested to ensure cover for sickness or holiday absence

- Any other ad hoc duties as requested by your line manager or SLT, on a temporary or permanent basis

Reception

- To undertake Reception cover duties on a daily basis
- Whilst on reception to ensure that calls are answered efficiently with calls directed or messages taken and relayed in a timely manner
- Visitors to be greeted, signed in and provided with a visitor's badge, as per procedure

General

- Adhere to all school policies and procedures as instructed such as H&S, GDPR, HR policies.
- To comply with all applicable Financial Regulations & Responsibilities
- To take responsibility for keeping up to date with all school policies and procedures including safeguarding with regard to the protection of children and young people.
- To demonstrate at all times, a commitment to the protection and safeguarding of children and young people
- Execute the responsibilities of a school employee acting in a lawful and ethical manner in accordance with your contract of employment, legislation, school policies & ethos
- Work with Line Manager to manage own professional development, including performance appraisal and identifying and meeting training needs in order to ensure competence and compliance
- Carry out all training provided to deadlines prescribed
- To take an active role in Safeguarding our community and working to support the school's Safeguarding system

Line Management

- None

Travel/Multi-location

- May be required to attend alternative premises for the purposes of third party meetings, training or development

Signed _____

Dated _____

Print Name _____