



Job Description

Post title: Administrative Assistant

Responsible to: Headteacher

Salary: Grade 4: Points 7-11 (Trust's support staff pay scales)

Overall responsibility
<ul style="list-style-type: none">• To ensure the effective and efficient running of the School Office.• To act as first point of contact within the School for parents and visitors.• To organise, maintain and monitor School finance and personnel systems ensuring effective delivery of service to the School• Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered to at all times.• Contribute to the overall aims and ethos of the School and the Trust.
Administrative duties
<ul style="list-style-type: none">• Undertake general secretarial / receptionist duties – acting as the first point of contact within school, responding to enquiries and passing appropriate messages or information to staff.• To liaise with parents regarding pupils' sickness/injury.• Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into School and are given security badges.• Support the administration of the School and Senior Leadership team with good, general word-processing skills and general secretarial help.• To type appropriate School documentation, including newsletters and school trip letters.• To support the preparation and production of School records and publications.• Daily checking of School email accounts and respond in a timely manner.• To undertake filing, word-processing and reprographic duties.• Setting up payment items on electronic payment system for pupil contributions for trips and activities.• Co-ordinate information for pupil transfer and respond to enquiries, both verbal and written, for school profile and other information.• Be responsible for the opening and distribution of incoming mail and dispatch of outgoing communications.• Be responsible for updating and maintaining the School Single Central Record.• To provide hospitality for visitors of the School.• Co-ordination of Nursery waiting list and school admissions.• Updating Early Years Portal and making claims for funding for nursery pupils• To place orders via phone or email for stationery or any other necessary supplies.• To administer first aid to pupils and adults.• Completing paperwork related to staff appointments, setting up DBS and verifying identify.
Management information systems (MIS)



Job Description

- Ensure all pupil records on the School's MIS system are accurate and kept up to date.
- Administer the School's admissions and withdrawal procedures maintaining accurate numbers of pupils on roll.
- Ensure that electronic pupil attendance records are kept up to date and meet Local Authority and Trust regulations.
- Ensure all staff personnel records are accurate and kept up to date including absence.
- Be responsible for the production of pupil CENSUS.
- Be responsible for the production of reports from the MIS system as required by the Headteacher or MAT.
- Maintain the confidentiality of all of the School's records in relation to staff and pupils, in line with the latest requirements for Data Protection Act and Freedom of Information Act.

Financial administration

- Processing all orders, invoices, income and charge-card transactions for the School on the Trust's finance system in a timely manner and ensuring that the Trust's financial procedures are adhered to.
- Processing and recording of any cash payments.
- Preparation of all income and paperwork for weekly banking collection.
- Notify kitchen of pupil meal numbers daily and update Parent Pay accordingly.
- Monitoring debts on Parent Pay and contacting parents for late or missing payments.

Other duties

- Ensure that the School has an up to date asset register and arrange regular stock checks.
- To ensure all records for evacuations, such as fire alarm drills, are up to date and accessible.
- To report any premises or health and safety issues to the appropriate persons.
- To undertake any other duties which may reasonably be regarded as being within the scope of the job as specified by the Headteacher.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- To set an example of personal integrity and professionalism.