**Senacre Wood Primary School**

Job Description

**JOB TITLE :** Office Administration Assistant

**GRADE :** Kent Range 5

**RESPONSIBLE TO:** Office Manager. To work under the direction and guidance of the Headteacher and Office Manager to carry out a wide range of administration tasks.

**Senacre Wood Primary School is committed to safeguarding and promoting the welfare of all its pupils. All staff must adhere to the school’s safeguarding policies and procedures.**

#### SPECIFIC RESPONSIBILITIES:

* To provide a first point of contact for pupils, parents and visitors at reception to deal with any problems that arise in the first instance or refer them to appropriate members of staff to ensure that problems are dealt with positively and effectively.
* To input attendance onto SIMS daily and liaise with the school FLO regarding absences.
* To order school lunches daily via the school catering company.
* To oversee the bookings and payment of places in our Wrap Around Care, using Parent Pay.
* To oversee the bookings of class trips which includes- booking coaches, producing letters and keeping a check of permission slips and payments via Parent Pay.
* To be confident in the use of Microsoft Word and Microsoft Excel.
* General administrative duties: filing, opening and distribution of mail and posting outgoing mail.
* To man telephones, take messages and enquires as appropriate, responding to pupil and parent enquiries promptly.
* To be responsible for the co-ordination and timetabling of after-school clubs.
* To collect and maintain pupil records, including records of absence, holiday requests and collate new intake information.
* To co-ordinate the new September intake admission paperwork.
* To update the calendar on the school website.
* To carry out other duties as the Headteacher or office manager may from time to time require.

This job description encompasses in general terms the normal duties which the post-holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.