



## Job Description for Administrative Assistant

Responsible to: Acting Executive Headteacher and Acting Head of School

Purpose of Job: To provide an effective and efficient clerical and welfare support to the School.

### **Duties and Responsibilities**

#### **Welfare**

- Administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- Liaise with parents regarding pupils' sickness/injury.
- Assist with visits from outside agencies, including The School Nurse Service
- Assist with the general welfare of pupils.

#### **Reception**

- Be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- Accept and sign for deliveries as appropriate.
- Provide hospitality for visitors to the school.
- Open, sort and distribute incoming mail and post outgoing mail.
- Use and update electronic school calendar

#### **Clerical**

- Undertake clerical duties arising from school meals provision, including dinner registers
- Be responsible for some of the preparation and maintenance of the manual and computerised pupil data records.
- Assist with the monitoring and maintenance of stock and order supplies as necessary.
- Provide general clerical support as required.
- Undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- Communicate with our families via ParentMail as necessary.
- Arrange and coordinate appointments and meetings on behalf of the Head teacher and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.

**Finance**

- Be responsible for the collection of dinner/trip etc monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- Collect, record and issue receipts for School Fund monies as required, including school uniform, trips, swimming etc
- Order and maintain school uniform stocks, liaising and selling to parents as necessary.
- Carry out all financial administration in accordance with appropriate LA and school financial regulations and policies.

**General**

- Participate in the performance and development review process, taking personal
- responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Acting Executive Headteacher/Head of School to carry out appropriate duties within the context of the job, skills and grade.