**ST THOMAS MORE CATHOLIC PRIMARY SCHOOL**

**JOB DESCRIPTION:** ADMINISTRATIVE ASSISTANT

**SALARY GRADE**: D2

**HOURS**: 37 HOURS PER WEEK:

Monday to Thursday (8.30 – 16:45) and Friday (8:30 – 16:15)

Lunch Break: ½ hour (unpaid)

Opportunity for additional hours during peak times.

**REPORTS TO**: School Business Manager

**Purpose of the post:**

* To provide admin support and reception cover for our busy school.

**Key responsibilities**

**Attendance**

We will shortly be moving from SIMS to Bromcom so a working knowledge of Bromcom would be ideal but not essential.

* Managing class registers for attendance for pupils in a timely manner – recording late, absent and ill pupils, adding comments where appropriate and reporting to SLT and FLO any concerns.
* Recording reports of absence, lateness & illness that are communicated by parents via phone or letter or student.
* Attendance letters to be sent out as required.
* Provide attendance reports and attend meetings with AAP and SLT on a termly basis.
* Preparing monthly returns and reports for the AAP in preparation for monthly meeting.
* Producing exclusion letters and keeping SIMS updated.
* Producing exclusion reports for SLT.

**Admissions**

* Act as first point of contact with parents regarding In Year Casual Admissions.
* Respond to parent enquiries.
* Arranging tours of the School for prospective parents and pupils.
* Contacting schools in order to obtain information on prospective pupils.
* Arranging pre-admission meetings for parents and providing relevant information to staff.
* Advising relevant staff regarding new joiners to the school.
* Providing information to ongoing schools for pupils who are leaving.
* Receiving incoming files for pupils and posting files of pupil leaving to onward schools. Chasing schools for outstanding files and ensuring safekeeping and security of all pupil files.
* Keeping on/off roll updated and sent to Medway weekly.
* Keeping roll book updated and sent to Medway weekly.

**Duties and Responsibilities**

**Reception:**

* To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner.
* To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate.
* Ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing in.
* To liaise with parents with regard to sickness/injury, school medical visits and the general welfare of the pupils.

**Clerical**

* Administration support for Headteacher, Senior Leadership Team and Business Manager.
* Secure handling of confidential information (SIMS data, reports data etc)
* Handling of emails to the office and forward to relevant staff, alerting SLT as necessary.
* Updating and using School Comms, and eventually MCAS.
* Office filing as required.
* To oversee and ensuring GDPR and other important pupil forms are kept up to date in files and recorded on SIMS.
* Assist in producing end of year pupil reports and distribution.
* Responsible for updating SIMS for pupils including pupil movement, new intake, secondary transfer and upgrading the school ready for the new academic year.
* Reports for termly attendance.
* Preparation of weekly newsletter.

**Finance:**

* Ordering goods with the use of the Schools Debit card for ASDA, Amazon, Royal Mail etc, as directed by Headteacher or Business Manager.
* Deal with the payments through Gateway for pupil trips, school fund, breakfast and afterschool club fees, childcare vouchers, etc.
* Preparing minibus documentation for Business Manger to invoice users.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in the discussion with line manager.

To comply with individual responsibilities in accordance with the role for health and safety within 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 that may be required to assist in the smooth running of the office and support for the school.