**Job description: Administrative assistant/officer**

**Salary: KR4 (**

**Working Hours: 28 hours per week 8.30am to 1.30pm Monday, Tuesday, Wednesday, Friday**

**Reports to: Office Manager**

We are seeking to appoint a friendly, professional, efficient and reliable person to join the team in our busy school office. This post will suit somebody with proven administrative experience, who works well in a busy environment, enjoys finding solutions and who is willing to work as part of a team as well as independently, ensuring there is a smooth transfer of information with other members of staff.

The successful candidate will be able to multi task, have the ability to keep calm under pressure and to meet deadlines. Experience of working in a school office and knowledge of SIMS and FMS would be advantageous but is not essential as full training will be provided; you will need excellent IT skills and good initiative. You will need to have enthusiasm for learning new skills and will need to be flexible and adaptable

**Purpose of the job**

* To provide general administration support to facilitate the efficient running of the school office. Working as part of a team with the Business Manager, Office Administrator and Admin/Finance Assistants.

**Specific Responsibilities**

* Control access to the school in line with the school’s safeguarding procedures, including signing in, checking identity and issuing passes.
* Act as the main point of contact for the school, to provide a warm welcome to parents and visitors and to record and distribute messages effectively.
* Deal with telephone, email and face to face enquiries in a professional and supportive manner.
* Perform a diverse range of administration duties to ensure the smooth running of the school office, including well-presented and accurate correspondence, reports and other documentation. Update and distribution of online and offline communications (e.g. letters, newsletters, social media posts etc.) to the wider school community.
* Monitor and update attendance (including first day calling) using SIMS to produce reports and identify levels of absence/punctuality.  Liaising with PSA (parent support advisor) regarding pupil attendance.
* Maintenance and administration of all school trips including booking activities and transport, electronic payments, parental consent and pupil attendance. Inputting trip information onto EVOLVE system.
* Complete relevant forms for pupils leaving the school; update SIMS; and send pupils files and record cards to the relevant schools to ensure that procedures are complied with.
* Administer medicines and first aid to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures and liaise with school nurse for any medicals. First aid training will be provided
* Provide effective administration support to the Headteacher and other staff, including word processing, excel, SIMs, photocopying, filing etc.
* Be fully aware of and follow all school policies and procedures to ensure compliance
* Assist in producing pupil reports and distribution
* Maintain the School’s Information Management Systems (SIMs) database, including pupil movement.
* Preparation of fortnightly school newsletter
* Maintaining the school’s communication system (Parentmail) and sending messages when required.
* Oversee the ordering and distribution of Cool milk and fruit
* Oversee the administration, bookings and online shopping for Breakfast and after school club
* Have responsibility for booking supply teacher when required
* Edit and update school policies as directed by the Headteacher or other staff.
* Regularly check and update the school website to ensure compliance
* Book training courses for all staff and record on school spreadsheet
* Order, monitor and manage stock where required
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
* Assist with meetings and events, including the organization of rooms and equipment, and providing refreshments as required
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times

This job description is not exhaustive and you may be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.