Kent County Council

Job Description: Administration Assistant

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| **School:**  | **St Paul’s and North Borough Federation** |
| **Grade:** | **Kent Range 4** |
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| **Responsible to:** | **Business Manager** |

**Purpose of the Job:**

To provide an efficient reception service and specific clerical and administrative functions for the school under the direction or instruction of the Executive Head, Head of School and senior staff taking a proactive role in relation to its day to day functioning to support the smooth operation of the school.

**Key duties and responsibilities:**

1. Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail. Also work as part of a team to ensure the smooth running of the school admin areas.

2. Provide a first point of contact for visitors, pupils and parents at reception, delivering a warm, efficient, friendly and professional service.

3. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible. Monitor the arrival of visitors to the school ensuring they sign in and out in accordance with school procedures in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.

4. Record attendance information on SIMS.net and ensure the kitchen is informed of school meal numbers daily. Manage late arrivals and record on school systems.

5. Develop and maintain manual and computerised records and management information systems. Ensure sytems are kept up to date and track payments made by parents for water bottles and bags.

6. Manage waiting lists for In Year Admissions and liaise with Kent Admissions regarding places and mobility.

7. Act as the main point of contact for volunteers and work experience students to ensure school procedures are followed.

8. Be a primary point of contact for first aid and medical issues relating to pupils and staff. Administer first aid to the child or adult and where needed medicines/creams to pupils with prior consent from parents/carers. Supervise children in the reception area who need first aid. Ensure first aid boxes are fully stocked and replenish/re-order items when required.

9. Organise educational visits when directed by the teachers or senior staff. Collate all aspects and financial implications including quotes for travel and prices to enter establishments. Liaise with senior staff to agree quotes.

**Individuals in this role will also undertake some or all of the following:**

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to the appropriate person.

2. Participate in the school’s appraisal scheme ensuring that performance standards are set and met within the agreed time scale.

3. 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.

4. First point of contact for sick pupils, liaise with parents / carers/staff

5. General office tasks including photocopying, filing, writing letters, attendance, in year admissions, lost property and all other aspects to ensure and maintain a happy work place and school.