

# Ramsgate Holy Trinity C.E. Primary School

Headteacher  
Mrs. E. Price

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Broadstairs  
Kent  
CT10 1RR

Job Description: Administrative Assistant

School: Ramsgate Holy Trinity C.E. Primary School      Grade: KSA   £24,513 pro-rata

Hours: 22.5 hours per week

Responsible to: School Business Manager

## **Purpose of Job:**

The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They may also be the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

## **Principal Accountabilities**

### **General Administration**

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school responds in a timely fashion to queries and emails are forwarded to the relevant staff member as necessary
- Organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Support booking training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Assist in maintaining the operation of the printer/photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation 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
- Assist with admissions processes, including in-year admissions

### **Attendance administration**

- Ensure collection and early collection procedures are followed including informing teachers of collection changes and passwords and completing sign out procedures to ensure fire evacuation information are correct.

**Reception**

- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

**Security**

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

**Written communication**

1. Assist with written communication that is professional and uphold the school's vision and values
2. Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
3. Assist with marketing and promoting the school
4. Ensure all written communication follow data protection policy including ensuring electronic communication are sent to correct recipients

**Finance**

- Carry out financial administration in line with the school's procedures

**Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people, follow the behaviour for learning policy and protect pupils from harm
- Make a positive contribution to the wider life and ethos of the school

Note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.