**St Anthony’s School Admin Assistant**

Job Title: Admin Assistance

Salary: Kent Scheme Range 4

Contract: Term time only – 190 days plus 5 staff development days

Hours per week: 35 hours Normal working hours: 8:30am to 4pm Monday to Friday, (with 30 minutes for lunch)

**Responsible to School Business Manager**

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**Purpose of the Job**

To provide an efficient reception service / admin support to help provide the smooth operation of the school.

**Key duties and responsibilities**

1. Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
2. Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
3. Ensure monies received for dinner / clubs / trips are recorded and passed to the relevant person. To liaise with parents about outstanding monies.
4. Prepare registers and update records (e.g. for school dinners / free school meals) and ensure information is shared as required.
5. Prepare and distribute routine home / school correspondence for approval by Headteacher.
6. Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader.
7. Receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
8. Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
9. Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing /photocopying / maintaining copier and reporting faulty machinery as necessary.
10. To administer first aid (training will be provided).
11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Signed

Date