Administration assistant – KSB – 37 hours per week term time only – 38 weeks

We are seeking a friendly, highly organised and proactive Administration Assistant to be the welcoming face of our school. As the first point of contact for pupils, parents and visitors, you will play a vital role in creating a warm and supportive environment that reflects the caring ethos of our school community. Your excellent communication skills, attention to detail, ability to manage a variety of administrative tasks will help you ensure the smooth day to day running of the school office.

This is a key role for someone who takes pride in supporting others and thrives in a busy, nurturing environment.

Reception duties

* Lead front of house responsibilities, acting as the first point of contact for parents, carers, staff, contractors and visitors
* Welcome and sign in visitors, ensuring all safeguarding, security and compliance protocols are adhered to
* The signing in and out of all children to adhere with fire safety protocols
* Respond promptly and professionally to telephone, email and face-to-face enquiries referring them to the appropriate person to ensure that staff, parents and visitors are dealt with efficiently and consistently
* Assist with the provision of welfare support to pupils, providing first aid (Paediatric First aid training to be given) and medication following school policies where necessary (once appropriately trained), following school policy.

Communications

* Draft and distribute timely and accurate communications to parents and carers, using the appropriate channels, for example the weekly newsletter
* Support internal communication processes within the school, ensuring information is shared efficiently, with a knowledge of the requirements in relation to GDPR.
* Diary management, ensuring strong communication between both staff and parents via staff notice boards and messaging platforms

Administration:

* To work as a member of the school office, providing smooth-running support services to the school and its staff
* Maintain and update the school’s management information system, Bromcom, ensuring pupil and parent are accurate and up to date
* Monitor daily attendance data, following up on absences and running attendance reports
* Collaborate with the Attendance Officer to promote positive attitude towards attendance and punctuality and raise any attendance concerns
* Daily checks of school lunches, ensuring reports are completed and accurate in a timely manner to support the school kitchen in delivering meals
* Breakfast and Afterschool Club booking on Bromcom
* Support data entry, reporting and record-keeping in line with data protection and confidentiality policies
* Co-ordinate the administration aspects of the school trips, visits and events. To include seeking quotes, booking, liaison with school staff, parents and the setting up on Bromcom

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

* Provide general administrative support as required by the leadership team or school staff
* Carry out tasks such as photocopying, filing, ordering supplies
* Monitor and manage office and first aid stocks and supplies
* Receipt, checking and distribution of post/mail and orders to classes/staff
* Assisting with the smooth running of cookies and milkshakes
* Produce lists, information and data as requested by senior staff or external agencies
* Support Office Administrator with end of year tasks
* Support School Business Manager with day-to-day finance responsibilities
* Support with maintenance of the school asset register
* Registering and renewing subscriptions for school milk and KS1 fruit delivery
* Arrange and co-ordinate appointments and meetings on behalf of the Head Teacher and other senior members of staff, dealing with relevant documents and taking meeting notes as required
* Participate in training and other learning activities and performance development as required