



Yalding St Peter and St Paul
Church of England Primary School

Yalding St. Peter and St. Paul Church of England Primary School

Job Title: Administrative Assistant

Salary Scale: KSA

Contract Type: Part Time 10 hours per week - Monday 8-1pm and Friday 8-1pm, Term time only

Responsible to: Office Manager

General Duties:

To provide efficient and professional reception, administrative and operational support to ensure the smooth day-to-day running of the school. The post holder will act as a key point of contact for pupils, parents, staff and visitors, while supporting school systems, communications, safeguarding procedures and first aid provision in line with school policies.

Reception

- Act as the first point of contact for parents, visitors and callers, providing a warm, friendly and professional welcome at all times.
- Handle face-to-face enquiries, telephone calls and emails relating to daily school operations and arrangements.
- Ensure all visitors comply with safeguarding and security procedures, including issuing ID badges and maintaining the visitor log.
- Manage incoming deliveries, including signing for goods and following established ordering and receipt procedures in liaison with the Finance and Admin Assistant.
- Provide hospitality and support for visitors when required.
- Oversee the collection and recording of payments for school trips, events and other activities when required.
- Manage and maintain the school key cabinet, ensuring secure storage and accurate tracking.
- Maintain and update the school office diary to support efficient daily organisation and coordination.

Sims/School Communications

Support the operation and maintenance of the SIMS system, including:

- Inputting and updating attendance data (AM/PM registers, authorised and unauthorised absences, lateness, etc.).
- Completing attendance-related documentation, including Attendance Penalty Notice forms via KELSI.

- Calling parents/carers to ascertain reasons for pupil absence where necessary and ensuring attendance records are accurately maintained.
- Updating pupil records, including new admissions, changes to details and house allocations.
- Liaising with the school photographer and uploading staff and pupil photographs to SIMS.
- Managing the school meal ordering system and communicating requirements with the HLR Catering Ltd.

Personnel

- Arrange cover and book supply teachers as required.

General Administration

- Provide comprehensive clerical and administrative support across the school.
- Maintain effective filing systems (both electronic and paper-based) and support stock control for administrative and curriculum resources.
- Undertake additional reasonable administrative duties as directed by the Office Manager.
- Undertake general filing, photocopying and confidential shredding of documents in accordance with data protection procedures.
- Support the organisation, archiving and secure storage of historical school records and legacy systems.
- Assist with the ongoing organisation and clearance of storage areas, cupboards and office resources to maintain an efficient working environment.
- Organise the disposal and recycling of obsolete office equipment, furniture and stationery in line with school procedures.
- Cross-reference the disposal of high-value items with the school asset register and maintain accurate asset records.
- Keep the school asset register updated and ensure records of equipment and resources are accurate and current.
- Undertake additional reasonable administrative duties as directed by the Office Manager.

First Aid

- Undertake training as a qualified first aider and provide first aid support as required.
- Administer prescribed medicines to pupils in accordance with school policy and liaise with parents regarding medical needs.

Signed: Date:

Signed: Headteacher