

**Administrative Assistant**

**Job Title** Administrative Assistant

**Responsible to:** Office Manager

**Purpose of the job:**

To provide an efficient reception service to support the smooth operation of the school. To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

**Key duties and responsibilities:**

**Reception duties:**

* Provide a first point of contact for visitors, pupils and parents at reception, delivering a warm, efficient, friendly and professional service.
* Monitor the arrival of visitors to the school, ensuring they sign in and out, in accordance with school procedures and that security systems are followed.
* Implement the school systems for late arrivals of pupils and record effectively.
* Answer enquiries received in person, by phone or via e-mails, responding to queries, relaying messages and acting on instructions as needed and referring on where appropriate.
* Work as part of a team to ensure the smooth running of the school admin areas undertaking a range of administrative tasks including: word processing, data entry, filing, photocopying, shredding, collection of money and letters and the sale of school equipment.

**Administrative duties:**

* Maintain pupil data on SIMS.Net database, recording leavers and starters and updating information.
* Manage all paperwork/ recording systems for starters and leavers, ensure completion of systems required by the LA and other schools.
* Perform end of year procedures and create new records for new intake.
* Maintain staff absence and staff training records on SIMS.Net database
* Manage the school’s participation in the Walk on Wednesday scheme
* Collect and record monies taken into school using the appropriate system and prepare for banking.
* Prepare registers and update records.
* Record attendance information on SIMS.Net, manage late arrivals and ensure the kitchen is informed re impact on school meals.
* Process applications for Free school meals and update records.
* Update information held in Emergency contact book and Emergency Grab bag.

**Stock duties:**

* Regularly check general stock levels and order stock following authorisation from SLT or office manager.
* Enter orders and invoices on FMS.
* Maintain the school’s asset register as required.
* Check deliveries against delivery sheets when received and store as appropriate.
* Ensure first aid boxes are fully stocked, replenishing and re-ordering items when required.

**First aid and pupil well-being:**

* Be a primary point of contact for First Aid/ medical issues relating to children and adults.
* Administer first aid and where needed medicines to pupils and adults.
* Maintain first aid records and contact relevant people when required.
* Supervise children waiting in the Reception area.

**General:**

* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in the school’s appraisal scheme, ensuring that performance standards are set and met within the agreed time scale.