# Job Description: Administration Assistant

# Name:

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**Responsible to: The Headteacher and Office Manager**

**Purpose of job: To provide clerical, secretarial and welfare assistance to the school**

**Main Activities:**

* Maintenance of computer/manual records of pupils (MIS) including admissions and leavers and attendance.
* Collating and administering School Census Returns, term.
* Dojo Communication administrator – Keeping records up to date
* Adding admin content to the website
* Ensure own well-being and that of others by establishing an appropriate balance between life and work
* Undertake any others duties that may reasonably be required by the Headteacher

**Reception**

* To be the first point of contact for both telephone and face-to-face enquiries and take messages where appropriate and convey to appropriate person.
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing of the visitor’s book.
* To accept, sign and check deliveries as appropriate.
* To provide hospitality for visitors to the school.

**Welfare**

* In keeping with the school’s policy order first aid supplies as necessary
* To liaise with parents regarding pupils’ sickness/injury
* To assist with visits from nurse, dentist etc
* To assist with the general welfare of pupils

**Clerical**

* The production of a weekly newsletter
* The use of ‘Publisher’ to produce certificates and invitations as required
* To be responsible for the collection of money and the maintenance of related records, receipts and reconciliation of accounts
* To be responsible for the administration of school dinners, updating menus, and recording attendance of pupil’s receiving school dinners. To collect money and register staff dinners and reconcile
* To assist with the monitoring and maintenance of stock and order goods where necessary.
* Creation of forms for administration office in word, excel and publisher
* Safeguarding communications – typing and maintaining files, arranging meetings and making phone calls
* Acting as a Deputy DSL for the school
* Filing and maintaining office records, including the transfer of file receipts
* To undertake typing and word processing as required
* To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
* To provide general clerical support as required
* To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
* To assist with the monitoring and maintenance of stock and order supplies as necessary
* To assist with the administration of school visits in liaison with the teaching staff
* To assist with preparing the files for pupils transferring to another/secondary school.

**Personal and Professional Conduct:**

* Treat pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to an educational worker’s professional position
* Show tolerance and respect for the rights of others
* Not undermine fundamental British values
* Ensure that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law
* Have proper and professional regard for ethos, policies, practices of the school and REAch2, maintaining high standards in your attendance and punctuality
* Have an understanding of and always act within, the statutory frameworks which set out your professional duties and responsibilities

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be expected to carry out **any other duties** that are **reasonably** asked of you by the Headteacher.

**Post Holder: Headteacher**

Signed ………………………………. Signed………………………

Date: ……………………………….. Date: ……………………….