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| **School:** | **St Margaret Clitherow Catholic Primary School** |
| **Grade:** | **Administrative Assistant - Kent Range 3** |
| **Responsible to:** | **Office Manager** |

**Purpose of the Job:**

To assist in the administrative function within the school.

**Key duties and responsibilities:**

1. Reception duties which include: provide a first point of contact for pupils and parents, at reception/on the phone, to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.

2. Administer medicines and first aid to pupils and staff as appropriate; maintain pupil medication records in order to adhere to strictly laid down procedures. Keeping the medical room tidy. Training will be provided.

3. Accurately update and monitor absence and attendance records including class and dinner registers. Produce attendance and other reports from SIMS half termly and termly or as required.

4. Undertake a diverse range of administrative duties to ensure well-presented and accurate correspondence, reports and other documentation.

5. Administration for curriculum letters, termly and annual calendars and updating website as necessary.

6. Assist in maintaining pupil database files, documents, correspondence and Department for Education and Employment forms, including forms for other agencies, to assist the Academy Principal and teaching staff.

7. Process stationary orders as and when necessary, monitor paper supplies and other general school supplies.

8. Organise school trips/events/booking coaches/parent consultations, swimming lessons and carrying out DBS checks and references. This will include chasing all outstanding payments through our Parentpay system.