



EAST PECKHAM PRIMARY SCHOOL

Mrs L A Wickens, Headteacher

130 Pound Road

East Peckham

Tel: 01622 871268

Tonbridge

Email: office@eastpeckhamprimary.org.uk

Kent TN12 5LH

JOB DESCRIPTION FOR ADMINISTRATION LEVEL 3

Grade: Kent Range 5

Responsible to: Headteacher

Purpose of Job

1. Provide a confidential and personal service to the Headteacher and Deputy Headteacher.
2. Maintain the efficient running of the school office, acting as a personal assistant to the Headteacher and Deputy Headteacher, plus providing administrative services to the Senior Leadership Team.
3. Assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions and transfers.
4. Liaise with parents, professionals and the local community in a highly professional manner, representing the high standards of the school.

Key duties and responsibilities

1. Undertake a diverse range of secretarial and administrative duties for the Headteacher and other staff, acting as a personal assistant to the Headteacher.
2. Undertake personnel administration, e.g. issue contracts, DBS checks, request references etc.
3. Process, maintain and monitor financial records relating to expenditure and income and processing invoices.
4. Maintain the school diary and school website, plus make arrangements and carry out general office duties in order to free the Headteacher and senior leaders to concentrate on strategic and curricular issues.
5. Assist the Headteacher and Deputy Headteacher in carrying out assessment duties by inputting assessment results and creating returns for management information.
6. Import and export data from S2S and Perspective websites.
7. Monitor sickness levels of all staff and children within the school and take appropriate action to ensure that the disruptive effects of sickness/absence are minimised.
8. Allocate work and train administrative staff at lower levels on a regular basis.
9. Maintain efficient and up to date manual and computer systems ensuring that information such as attendance records and admissions are kept confidentially and accurately.
10. Perform the function of attendance officer, liaising with SEASS, and collecting their reports for the Headteacher. Take action as advised by SEASS and the Headteacher.
11. Regularly check emails, correspondence and appointments to ensure the Headteacher and Deputy Headteacher are kept informed at all times.
12. Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils;
13. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

14. Act as GDPR officer within the school

Additionally, when covering the main office, the post holder may be required to:

1. Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance, or refer them on to ensure that problems are dealt with effectively.
2. Respond to reception and visitor enquiries.
3. Organise and make arrangements for school visits and events.
4. Monitor and manage a limited range of stock within an agreed budget.
5. Administer petty cash, identifying and investigating anomalies.
6. Assist with producing marketing and promotion material for the school.

Footnote: *This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*