**Job Title:** Administrative Assistant

**Reports to:** Office Supervisor

**Grade:** Kent Range 4

Term-time only: £15,926.65 (£18,517 full-time equivalent)

All-year round: £18,517

**Date:** November 2021

**Hours:** 37 hours per week

**Job Holder’s Name:** Vacancy

**Purpose of Job**

* Provide general administrative and clerical support for the school

**Principal Responsibilities**

* Working with the Office Supervisor to maintain the school’s Single Central Record (SCR) and complete Disclosure and Barring Service (DBS) checks as a DBS Liaison Officer
* Assist staff with the completion of Visit Proposal Forms for school trips and visits, including obtaining all necessary signatures for approval
* Ensure accuracy of information on trip letters sent to parents/carers
* Input, monitor and keep up to date all school trips and visits through the Evolve database
* Monitor payments on ParentPay regarding trips and ensure payment deadlines are met, liaising with trip leaders to chase all outstanding payments
* Work with the Educational Visits Coordinator with regard to daily receipt of Parental Consent Forms. Liaise with parents/carers and staff where forms are missing
* Liaise with all travel providers and staff at all stages of trip organisation to ensure all relevant paperwork and administration is covered, inclusive of: checking all passport details are correct, preparation and distribution of Google Forms, ensuring risk assessment have been completed
* Prepare the weekly staff and parent/student updates and ensure the timely distribution of the parent/student update
* Liaise with the SENCO to ensure all relevant Medical Care Plans are in place, updated in SIMS, accurate and copied to relevant staff
* Prepare all trip paperwork for sign-off by trip leaders for final approval both in-house (and KCC if appropriate) and prepare packs for trip leaders and EVC as required
* Prepare Free School Meal tickets for students attending trips where necessary and reconcile with catering staff when invoiced
* Take minutes at staff briefings as required
* Assist with data entry for student admission
* Assist with the administration of key school events, for example Prize Giving Evening
* Assist with the interview process on interview days

**Other duties**

* Act as a Fire Marshal
* Act as a school First Aider
* Provide reception cover as necessary

**Skills**

* A good level of general education
* Good Word and Excel skills
* A high level of interpersonal and communication skills
* A flexible, efficient approach to duties
* Experience using SIMS (School Information Management System) is desirable, but not essential
* Ability to meet tight deadlines

**Agreed by: Approved by:**

*Sharon Pritchard, Headteacher*

**Date: Date:**