

## JOB DESCRIPTION

### OFFICE ADMINISTRATIVE ASSISTANT

**Responsible to:** Head Teacher and School Office Manager

**Purpose of Job:** To provide an effective and efficient clerical and welfare support to the school.

#### Duties and Responsibilities

##### Welfare

- To administer first aid and medicine to pupils as required, in keeping with the school's policy.
- To assist with visits from external health professionals etc.
- To assist with the smooth running of lunchtimes
- To assist with the general welfare of pupils.
- To carry out all duties in relation to school attendance.

##### Reception

- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges, signing of the visitor's book and scrutinising DBS forms.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.

##### Clerical

- To maintain dinner registers and maintain the online payment system for educational visits and clubs.
- To be responsible for the preparation and maintenance of the school's management information system (Arbor).
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To provide general clerical support as required.
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- To communicate clearly with parents through all forms of communication.
- Organisation of school visits.
- To maintain aspects of the school website
- To book and keep records of staff training.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.