

Millfields CE Primary School
Administration Assistant
Job Description

Job Purpose - Administration Assistant

- To provide administrative support e.g. word processing, photocopying, filing, scanning, emailing, completion of routine forms, letters, administration & finance relating to school meals, school trips etc. including supporting the Headteacher and SLT.
- To have an excellent knowledge of all school office procedures to carry out all administrative or clerical duties in a timely and efficient manner ensuring all deadlines are met within the school office in order to maintain the efficient running of the school
- Liaise with pupils, parents/carers, PTA and After School Club providers.
- Update manual and computerised records/management information systems.
- Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
- Open, sort and distribute incoming mail and post outgoing mail.
- First point of contact for sick pupils, liaise with parents / carers / staff, maintain sickness records.
- Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
- Assist in the tracking pupil attendance, undertake first day calling and assist the SLT in promoting good attendance, liaising with authority and external agencies as required.
- Undertake photocopying and shredding as required, maintain supplies and report faulty machinery and equipment as necessary.
- Respond to reception, telephone and visitor enquiries.
- Has responsibility to follow the school child protection and safeguarding procedures in order to safeguard the welfare and wellbeing of pupils.

Summary of Main Duties

- To take messages, dealing with enquiries, responding to pupil and parent enquiries, filter telephone calls.
- To provide a secretarial and administrative service to the Headteacher and SLT and other staff and carrying out general office duties.
- To greet visitors, ensuring that they feel welcome and guided safely to the correct places.
- To provide a first point of contact and deal with any problems in the first instance to ensure that problems are dealt with effectively.
- To open and distribute post and other deliveries.
- To collect monies relating to school dinners, trips and other events, as required.

- To design, update and produce publications to provide publicity and marketing in a clear way that enhances the image of the school. This includes ensuring the school website is kept up to date and compliant by all staff.
- To take minutes for meetings when required.
- To administer medicines to pupils to ensure their welfare at school following school policy.
- To phone home for children when they have a need.
- To look after children and follow school policy when their parents are late collecting them.
- To carry out administrative duties within the school involving typing, diary management and filing, dealing with telephone calls to guarantee an efficient and well-structured office system.
- To support staff in arranging, accurately pricing and all administrative and pupil aspects of trips.
- To maintain pupil records manually and electronically to ensure all pupil information is up to date and that sensitive information is secure and confidential.
- To ensure all aspects of the Data Protection Act regarding pupils is complied with by all staff.
- To advise the relevant member of SLT of any issues arising regarding pupil data.
- To use effective systems to communicate information to children, staff and governors.
- To assist with the organisation and arrange any parent activities in school.
- To co-ordinate school reports.
- Support in the absence of the other administration staff.
- Monitor the consumables for the photocopiers and printers in the school and order when necessary making sure that the machines are kept running at all times.
- To replenish and ensure refreshments are provided for all meetings.
- To ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked.
- To clearly communicate to parents & carers that it is their legal responsibility to ensure their children's regular and punctual attendance.
- To keep accurate, up to date records.
- To produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals.
- Ensure the Children Missing Education procedure is followed by the school.
- To aid the smooth integration of in-year pupil transfers under the admissions policy.
- To contribute towards developing whole school strategies to improve attendance.
- To carry out any such other duties as the Headteacher may require from time to time in line with the role.

Responsible along with all members of the school staff for the safeguarding and welfare of all pupils.

Note

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Signed: Administration Officer

Date:

Signed: Headteacher

Date: