Long Sutton C of E VA Primary School

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Responsible to: Head Teacher and Office Manager

Purpose of Job: To provide effective, efficient clerical work and welfare support to the school, including some finance.

Duties and Responsibilities

Welfare

- To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils.

Reception

- To be a point of contact for telephone, email, 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 and signing of the visitor's book.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.

Clerical

- To undertake clerical duties arising from school meals provision.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- 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 undertake word processing as required.
- Updating and using ParentPay and SIMs as necessary.
- To keep the school's Single Central Record up to date.
- To write and send letters, emails and texts to parents.
- To organise transport for school trips.
- To carry out termly censuses.
- To keep the Asset register up to date.
- To update the school website and facebook page and to develop the use of these.

Finance

- To be responsible for the collection of any money entering school.
- To input information on Parentpay for, clubs and trips.
- To prepare monies for banking and bank as necessary.
- To support the Finance Manager.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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