

## **GRANGETOWN PRIMARY SCHOOL**

### **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

<b>Job Title:</b>	Administrative Assistant
<b>Grade:</b>	Grade 2, Point 5, term time only (£18, 795 – pro rata to hours worked and term time only).
<b>Hours:</b>	32 hours per week (across M-F), term time only
<b>Responsible to:</b>	Admin Officer / Headteacher

#### **WHAT DOES THE POST INVOLVE?**

- Contributing effectively to the everyday smooth running of our busy, friendly school office.
- Providing a welcoming greeting to parents and other visitors, and dealing efficiently with their enquiries in person and by telephone
- Carrying out word processing as requested by the HT, DHT and members of staff.
- Photocopying as required e.g. letters, newsletters, pupil information etc.
- Maintaining existing filing systems related to pupil and staff records.
- Accessing pupil records, using SIMS as well as paper-based systems (the school will provide training in the use of SIMS).
- Liaising with the local authority and a range of other agencies.

#### **THE KEY AREAS OF THE ROLE IN MORE DETAIL**

##### **1. Administrative Support:**

- To provide admin support to staff, linked to organising school trips, parent meetings, after school clubs and so on
- Supporting the various processes around pupil attendance
- To ensure records are kept and that existing filing systems are effectively used and maintained. This includes using SIMS (School Information Management System) – training provided.
- To reconcile monies passing through school (e.g. dinner monies, after school club payments, non-uniform days, breakfast club, After School Care Club etc).
- To contribute to the maintenance of pupil records (computer and paper based).
- Contribute to dealing with applications for school places, including liaison with previous schools and communication with parents.
- Contributing to the organisation of our stock of stationary.
- Typing letters and reports
- Providing admin support to senior staff
- Liaison with various companies – e.g. repair services, IT support, milk and fruit suppliers etc.

##### **2. Dealing with Children, Parents and with other Agencies**

- Providing a warm, friendly welcome for parents and other visitors.
- Dealing with all parental enquiries efficiently and positively, both in person and via the telephone.
- Dealing with all visitors, and telephone enquiries from other agencies, efficiently and positively.
- Administering medicines and providing basic first aid to children (training provided)

### **3. Finance and Resources**

- Counting dinner money payments and completing daily records associated with this
- Counting other monies that come into school e.g. payments for trips, club fees etc.
- Checking that deliveries and invoices match existing orders, including use of SAP (finance software) – training provided.
- Various tasks around the ordering of goods and services.

### **SOME GENERAL REQUIREMENTS**

- Attending and participating in training and development courses as required.
- Working collaboratively with colleagues as part of a professional team.
- Building and maintaining successful relationships with children, parents/carers and staff
- Having due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and policies of the governing body and local authority.

### **STATUTORY REQUIREMENTS & A NOTE ON SAFEGUARDING**

- The successful applicant will undergo a DBS check (Disclosure Barring Service).
- The post-holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
- The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.
- The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Note that this Job Description is not exhaustive, and that other duties may be included, where they fall within the general character of the role.

L McAnaney, Headteacher, June 2019