**Job Description – Administrative Assistant**

**Lanchester E.P. Primary School**

The main purpose of the job is to be responsible for providing an administrative and clerical support service to facilitate the day to day running of the School Office.

Key areas you will be expected to achieve are to:

* Be responsible for providing general clerical support including photocopying, typing, word processing and the sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.
* To assist with the ordering process, raising purchase orders and the return of batch invoices for payment by the Local Authority.
* To complete administrative tasks on ParentPay, e-schools and to upload documents to the school website.
* Provide support and cover for main reception and pupil reception.
* Provide information relating to attendance of pupils and staff upon request by other members of staff.
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date.
* Assist in the preparation and collation of school reports to ensure these are delivered to pupils on time and in professional manner.
* Assist in the co-ordination of whole school documentation e.g. governor’s reports, staff handbook, etc.
* Assist in the maintenance of stock registers for the school and help to arrange annual stock checks.
* Assist in the initiation of First Day Calls – contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence.
* Inform parents/carers of pupils reported ill whilst on school premises.
* Assist in the collection of money from pupils in relation to school visits etc. and to facilitate the banking of monies received.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.
* The Post holder may undertake any other duties that are commensurate with the post.

The post holder has common duties and responsibilities in the areas of:

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction