



## Job Description

**Post Title:** Administration Assistant A1017

**Evaluation:** **Grade: N4**

**Responsible to:** Director of Finance

**Responsible for:** N/A

**Job Purpose:** To provide a high quality of Administrative & Reception support to the school.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Whole School Administration

1. To assist with the administrative function of the school office, including answering the telephones, emails, general enquiries, card payments, document scanning and queries from parents and pupils.
2. Administering the school dinner system, taking & recording payments, liaising with kitchen staff, controlling the dinner band system, producing daily/weekly kitchen figures, keeping check on dinner money debt, ordering packed lunches for trips and preparing money for banking.
3. Welcoming parents and visitors into school and adhering to our safeguarding policies, especially when allowing visitors access to the school premises. Recording DBS on system & ensure all visitors are cleared to enter the school premises.
4. Recording daily absences, picking up voicemails, keeping record of pupil's appointments & liaising with the Attendance Officer.
5. General clerical duties such as photocopying, printing weekly packed lunch sheets, meal payer's sheets and band system sheets and to operate the payment card system.
6. Keeping parents informed through email, distribution of newsletter and telephone calls.
7. Ensure photocopiers & printers are maintained and consumables ordered.
8. Maintain pupil records in SIMS and keep organised paper copies.
9. Maintain numerous consent forms & letters for the whole school.
10. Liaise with and give support to school staff.
11. Liaise with outside professionals who come into school, booking rooms, making appointments and forwarding correspondence.
12. Update the fire registers.

13. General admin duties to include maintaining stationary stock levels, filing, updating diaries, opening post and distributing it to staff.
14. To promote and implement our Equality Policy in all aspects of employment and service delivery
15. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for, or comes into contact with.

February 2020