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**Easington Colliery Primary School**

**Administrative Assistant– Job Description**

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| **Post:** | Administrative Assistant |
| **Grade:** | 3 |
| **Location:** | Easington Colliery Primary School |
| **Responsible To:** | School Business Manager |
| **Job Purpose** | Provide high quality administrator duties to support the business needs of the school, staff and pupils. |

**Key Responsibilities:**

* Role requires working with a team.
* Role requires attendance at any training course relevant to the post, ensuring continuing, personal and professional development.
* Role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the school vision and values.
* Responsible to the School Business Manager.

**The Office Administrator will:**

* Provide high quality customer service on the reception desk by welcoming visitors, answer/making phone calls and taking messages.
* Be responsible for providing general clerical support including photocopying, typing, filing, word processing and the sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.
* Pay invoices using FMS in line with the School’s Financial Procedures Manual
* Checking deliveries, distributing to staff and pursuing outstanding orders
* Arrange and book school trips and visits ensuring that income is collected via ParentPay
* Arrange transport for any school related activities
* Provide information relating to attendance of pupils upon request by other members of staff.
* Production of high-quality whole school letters as directed by SLT.
* Regular banking of school monies for both private school fund and school budget
* Collate daily dinner numbers and record any changes to school meals. Support the SBM with dinner debt recovery.
* Keep accurate list of pupils entitled to free school meals
* Collate after school club activities by producing timetables, registers and inform parents.
* 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.
* Be responsible for daily attendance by 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.
* Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Carry out duties in accordance with full regard to the school policies and procedures
* Undertake such other reasonable duties, that are commensurate with the post, as may be required within the school.

The job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

June 2020