



Chester-le-Street CE Primary School

Job Description - Administrative Assistant Level 3

Post Title: Administrative Assistant Level 3

Responsible to: School Business Manager

Salary: Grade 3 (£18,562-£19,698 pro rata term time only)

Job Purpose

To provide a high quality of Administrative & Reception support to the school.

The following is typical of the duties the post holder 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.

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. Processing invoices and finance administration including school dinner system, school trips and preparing money for banking.
3. Keeping parents informed through email, distribution of newsletter and telephone calls.
4. Ensure photocopiers & printers are maintained and consumables ordered.
5. Maintain pupil records in SIMS and keep organised paper copies.
6. Maintain numerous consent forms & letters for the whole school.
7. Liaise with and give support to school staff.
8. General admin duties including maintaining stationery stock levels, filing, updating diaries, opening post and distributing it to staff.
9. To promote and implement our Equality Policy in all aspects of employment and service delivery
10. 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.

The right candidate will:

- be able to work independently and use their initiative, as well as being part of



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a team

- have excellent communication skills, both in writing and face to face, to be able to deal effectively with pupils, parents, staff and visitors
- understand the issues and concerns of young people
- be able to work under pressure in a busy school office, prioritise workload and meet deadlines.

The list of duties is illustrative of the general nature and level of responsibilities of the role. It is not a comprehensive list of all tasks that the Caretaker will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.