

ADMINISTRATION ASSISTANT

JOB DESCRIPTION

- **PURPOSE OF THE JOB**
- To provide an effective and efficient clerical and welfare support to the school including some finance.

- **DUTIES & RESPONSIBILITIES**
- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- To answer the telephone in a friendly, professional and efficient manner, record and pass on messages as appropriate
- To ensure visitors sign in and are provided with a visitor's badge
- To record DBS numbers where appropriate
- To accurately maintain the shared calendar and update the school information
- To provide refreshments for visitors
- To produce letters and Parentmail/Facebook communications
- To undertake clerical duties arising from school meals provision
- To use spreadsheets to record, monitor and produce reports on pupil attainment information
- To distribute internal and external post and correspondence as appropriate
- To undertake filing and photocopying; to assist users with the operation of the photocopier including changing inks and attempting to resolve issues.
- To liaise with the Business Manager and Caretaker when deliveries arrive
- To provide administration assistance as required by the Leadership Team
- Ensure all information is treated confidentially and have absolute discretion at all times
- To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first and supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with the general welfare of pupils.
- To be responsible for any monies received into the office or School Comms, issue appropriate receipts and completion of all catering returns for school meals, free school meals and liaison with parents.
- To prepare monies for banking and bank as necessary
- To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies.

  Carry out ordering/invoicing procedures commensurate with financial regulations

- **DUTIES AND RESPONSIBILITIES**
- To monitor and maintain an accurate computer record of pupil attendance
- To monitor the late arrival of pupils and maintain an accurate and up to date computer and paper based records and files
- To contact parents/carers to establish the reasons for pupils' absenteeism by telephone and letters
- To identify developments for the use of IT to improve effectiveness of school administration
- Produce weekly attendance figures for senior leaders
- Showing prospective parents around school when required and informing them of the schools facilities and ethos
- General administration associated with the Preschool

- **EQUAL OPPORTUNITIES STATEMENT**
- Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within Coates Primary School.
- **COMMENSURATE STATEMENT**
- Undertake any other reasonable duties commensurate with the grade as determined by the School Business Manager and Headteacher.
- **CHILD PROTECTION**
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

- **General**
- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.

- Participate in the school's performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- In the absence of the School Business Manager, to undertake administrative duties in accordance with the needs of the school. In addition:
    - To ensure adequate arrangements for the safe collection, accounting and banking of all monies, in accordance with the approved regulations.
- The duties included are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Review Date: ……

Reviewed By: ……