**Acre Rigg Infant School**

**Job Description**

**Administration Assistant – Term Time**

Reports to:- Head Teacher/Secretary

Grade:- Grade 3 (pt 12-16)

Hours of work:- 27 hours per week 8.30-1.30 (Mon-Thurs), 8.00-4.00 (Fri)

**Job Purpose**

* Provide administrative support including photocopying, word processing, filing and the distribution and despatch of school mail.
* Reception duties, dealing with visitors, parental enquiries and taking messages.
* Assist in the maintenance of computer based records using SIMS and ensure these are up to date. Prepare and complete documentation in relation to admission of children to nursery and school. Monitoring and reporting of un-authorised absences of children.
* Responsible for liaising with kitchen staff and lunchtime supervisory assistants in relation to children lunch time numbers and arrangements.
* Responsible for ensuring pupil database system is up to date and current to ensure contact can be made with parents.
* Maintenance of stock/asset registers for the school and manage annual stock checks.
* Responsible for collection, reconciliation and banking of monies in relation to school visits, uniform etc.
* Responsible for payment of invoices.
* Assist in completion of forms, returns etc., including those to outside agencies.
* Provide pastoral care and support to sick and injured children, taking appropriate action and ensuring parents and staff are fully informed of incidents and accidents.
* To attend any training courses relevant to the post, ensuring continuing personal and professional development.
* The Post holder may undertake any other duties that are commensurate with the post.