

St Clare's RC Primary School

JOB DESCRIPTION SCHOOL ADMINISTRATION ASSISTANT

With the direction / instruction of senior staff: provide routine general clerical, administrative and financial support to the school.

TASKS

Organisation

- Welcome and support parents and visitors professionally, effectively and sensitively.
- Undertake reception duties e.g. telephone / face to face enquiries, liaising with relevant staff and outside agencies.
- Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Supporting staff to organise CPD / educational visits, e.g. booking coaches, hiring venues etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms.
- Maintain manual and computerised records / management information systems.
- Undertake typing, word-processing and other IT based tasks eg communication with parents and outside agencies.
- Sort and distribute mail.
- School Visit Coordinator
- Administration of attendance
- Resource management

Resources

- Operate and monitor maintenance of office equipment e.g. photocopier, computer, etc
- Orderly arrangement and secure storage of supplies including ordering of a limited range of supplies.
- Undertake routine financial administration e.g. collect / record dinner / educational visit monies.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school.
- Support Head Teacher / School through effectively managing administrative tasks.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, learning activities and performance development as required.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.