**JOB DESCRIPTION**

**Post Title: Grade 2 Administration Assistant**

### Salary: Scale 10-13 - £15,613-£16,491 pro rata term time only

**Key duties of the posts will involve:**

* Responsible for providing general clerical support including photocopying, word processing and the sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.
* Provide support and cover for main reception, including the escorting of parents/visitors around the school and to ensure school security arrangements are always complied with using electronic door entry system and issuing of visitor badges.
* To provide hospitality for visitors to the school.
* To be a point of contact for both telephone and face to face enquiries, taking messages where appropriate including responding to absence.
* 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 co-ordination of whole school documentation.
* To accept and sign for deliveries as appropriate
* Assist in the maintenance of equipment register for the school
* Administer the school’s private school fund, reporting to Office Manager.

* Assist in taking bookings for Breakfast Club and After School Care and entering information into ParentPay online payments system.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Inform parents/carers of pupils reported ill whilst on school premises.
* Maintain accident/medical records as required.
* To work effectively and responsibly as part of a team, prioritising tasks as necessary.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* 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.