

**Administration Assistant Level 2 – Job Description**

Post Title: Admin Assistant (Grade 2)

Responsibility: To be responsible for providing an administrative and clerical support service to facilitate the day-to-day running of the School Office

Responsible to: Head Teacher and School Secretary

Duties include:

* Being the first point of contact for the school, welcoming parents/carers, visitors, contractors, other Local Authority employees, etc. and answering telephone calls.
* Being responsible for providing general clerical support including photocopying, typing, word processing, maintaining data bases and the sorting, distribution and despatch of school mail, to staff as required.
* Being responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Local Authority processes and procedures are followed.
* Being responsible for the initiation of First Day Calls – contacting the parents/carers of pupils that have an unauthorised absence from school during the morning of their first day of absence.
* Using SIMs to keep information relating to the attendance of pupils and staff up to date and providing information upon request to others.
* Ensuring all database systems used within the school are kept up to date and current to ensure contact can be made when necessary with parents/carers and staff.
* Managing School Milk.
* Providing dinner numbers and liaising with kitchen staff and lunch time supervisory assistants.
* Assisting in the preparation and collation of school reports to ensure these are delivered to pupils on time and in professional manner.
* The co-ordination of whole school documentation e.g. school brochure, induction packs for new starters, etc.
* Checking all new starter forms are returned and filed and to follow up any non-returns.
* Assisting with the arranging of Educational Visits i.e. obtaining quotes for transport, booking buses, letters to parents/carers.
* Using ‘Evolve’ to record all educational visits and sporting activities
* Preparing letters to parents for after school club provision, ensuring any payments for clubs are made through our online payment system ‘ParentPay’, and to follow up any non-payments.
* Providing 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.
* Maintain accident records as required.
* Informing parents/carers of pupils reported ill whilst on school premises.
* Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
* Working as part of a team.
* Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
* The Post holder may undertake any other duties that are commensurate with the post.

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The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.

This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.