**JOB DESCRIPTION**

**Post Title: Grade 3 Administration Assistant**

**Hours p.w: 37 (Monday-Thursday 8:00 am–4:00 pm Friday 8:00 am–3.30 pm)**

### Salary: Grade 3 SCPs 12-16 - £17,173-£18,319 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 be main point of contact for both telephone and face to face enquiries, taking messages where appropriate including responding to absence.
* To be responsible for the initiation of First Day Calls – contacting parents/carers of pupils that have an unauthorised absence from school during the morning of their first day of absence, liaising with the school’s Attendance Officer.
* Be responsible for the administration of school meals system payments system - maintaining records, inputting information and issuing reminders for non-payment.
* Be responsible for taking bookings for Breakfast Club and After School Care, maintain registers and entering information into ParentPay online payments system.
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date.
* Maintain school website ensuring information is correct and current
* 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.