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| **Post Title** | **Admin Assistant** |
| **Grade** | Grade 3 |
| **Purpose** | Assisting in the provision of an effective secretarial, administrative and clerical support service to facilitate the day to day running of the school office, including the finance and budget control system. |
| **Reporting to** | Admin Officer / Headteacher |
| **Generic Responsibilities** | * Responsible for providing general clerical support to all staff including photocopying, laminating, filing, data input, typing, word processing and the sorting, distribution and despatch of school mail. * Provide support and cover for main reception and student reception. * Responsible for ensuring all database systems used within the school are kept up to date and current to ensure contact can be made when necessary with all members of staff and pupils. * Provide information relating to attendance of pupils and staff upon request by other members of staff. * Recording pupils who leave or return to school during the school day. * Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date. * Manage, distribute and check yearly indemnity forms, following up any none returns. * Assist in the preparation and collation of school reports to ensure these are delivered to Pupils on time and in professional manner. * Assist in the co-ordination of whole school documentation e.g. governor’s reports, staff handbook, etc. * Assist in the maintenance of stock registers for the school and arrange annual stock checks. * Responsible for the initiation of First Day Calls – contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence. * Assist in the monitoring of attendance; undertaking analysis and evaluation of attendance data, maintaining SIMs registers and the production of reports and information as required. * Produce, and respond to correspondence as directed by the Admin Officer or Headteacher. * Inform parents/carers of pupils reported ill whilst on school premises. * Responsible for the collection of money from pupils in relation to school visits etc. and to facilitate the banking of monies received. * Access monthly Oracle reports. Supports the Head Teacher in working towards FMSIS Standard and maintain procedures and documentation thereafter. Including but not exclusively, Petty Cash records and claims on, free school meal entitlement. * Assist with the production and maintenance of extended service registers. * Responsible for liaising with kitchen staff, lunch time supervisory assistants, caretaker and cleaners including the reporting of and monitoring repairs to fabric and equipment. * Liaise with all feeder and other primary schools when children transfer including common transfer and transfer of schools records including the preparation of Year 6 transition to ensure a smooth transfer of pupils to the school. * Manage, distribute and check yearly indemnity forms, following up any none returns. * Responsible for maintenance of stock/asset registers for the school and manage annual stock checks. * Assist in resource organisation and maintenance. * Assist the Headteacher and staff to update documents in the school’s website. * Assist staff in communicating events and examples of learning through the school’s chosen systems. * Catalogue library resources and index learning materials using agreed protocols. * Assist staff and pupils in using library resources. * Support and assist with library technology including ICT. * Oversee the use of books and other library resources, using agreed systems for recording use. * Update and maintain data and other information as directed. * Assist with promotions, displays and other activities of the library. * Provide support to staff in supervising small groups of pupils in the library. * To attend any training courses relevant to the post, ensuring continuing, personal and professional development. * Role requires working with a team. * Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary. * 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. * Maintain accident records as required.   **Admin Assistants Role with Children**  • The Admin Assistant is expected to support the School’s practices for respecting the rights of children and behaviour management policies rewarding appropriate behaviour and making relevant staff aware of inappropriate behaviour.  The Admin Assistant is expected to present oneself as a role model to pupils in speech, dress, behaviour and attitude. |
| **Duties** | * To ensure duties are carried out as required |
| **Other Specific Duties:**   * To actively promote the school’s corporate policies * To continue personal development to maintain and update skill levels * To be committed to safeguarding and promoting the welfare of children and young people * To undertake any other duty as specified by the SLT not mentioned in the above     Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified | |