Burnside Primary School

Job Description

Administrative Assistant

* Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school and answering telephone calls, sorting and distributing post
* Responsibility for organising and undertaking main jobs in the school administration office.
* Operate SIMS.
* 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.
* Responsible for liaising with kitchen staff, lunch time supervisory assistants, caretaker and cleaners including the reporting of and monitoring repairs to fabric and equipment.
* Responsible for the production of minutes for staff meetings and briefings and taking minutes in special circumstances to ensure full records are kept of all such meetings.
* 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.
* 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.
* Responsible for collection of monies from pupils in relation to dinner money and school visits etc and to facilitate the banking of such monies.
* Oversee children’s illnesses and accidents, inform parents and staff as appropriate ensure that records are kept.
* Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Authority processes and procedures are followed.
* To attend any training courses relevant to the post, ensuring continuing personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* 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.
* The Post holder may undertake any other duties that are commensurate with the post.
* 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,