**Job Description – Administrative Assistant - Grade 3**

**Crook Primary School**

The main purpose of the job is to be responsible for providing an administrative and clerical support service to facilitate the day to day running of the School.

Key areas you will be expected to achieve are to:

* Be responsible for providing support and cover for the reception area of the main school building and the nursery unit.
* Provide general clerical support including photocopying, sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.
* To complete administrative tasks on School Comms, and to upload documents to the school website.
* To operate SIMS and FMS.
* Provide administrative support to the SENCO and SLT including typing, managing meetings and recording data on SIMS.
* Maintain stock registers using equipment manager and help to arrange annual stock checks.
* Inform parents/carers of pupils reported ill whilst on school premises.
* Assist in the collection of money from pupils in relation to school visits etc. and to facilitate the banking of monies received.
* Be the nominated point of contact for School Governors and to provide a clerking service at sub committee meetings.
* Liaise with all feeder and other primary school when children transfer including preparation of Common Transfer Files.
* Assist staff with school trip organisation including booking of venue’s and transport.
* Advise and assist parents of nursery children with admission procedures.
* Assist in the collection and management of annual consent/indemnity forms.
* Support in the administration of the school library.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Maintain accident records as required.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* 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, Confidentiality and Induction