**ETHERLEY LANE PRIMARY SCHOOL**

**ADMINISTRATION ASSISTANT – GRADE 3**

**JOB DESCRIPTION**

The postholder will work under the direction of the Senior Leadership Team.

Main duties and responsibilities are:

* Responsible for being the first point of contact for the headteacher, welcoming visitors and parents to the school and answering telephone calls, post, emails etc. including responsibility for managing the school administration office.
* Operate SIMS, Parentpay, Inventry, Teachers2Parents and FMS systems. Ensuring that they are up to date.
* Prepare and complete documentation and returns in relations to admission and registration procedures and transfers to secondary education including, but not, exclusively, common transfer procedures, weekly and monthly electronic registration returns including the monitoring and reporting of un-authorised absences, staff attendance and absences.
* Access monthly Oracle reports. Supports the headteacher in working towards SFVS and maintain procedures and documentation thereafter. Including but not exclusively, Petty Cash records, Private School Fund etc.
* Responsible for liaising with all school staff including the reporting of and monitoring repairs to fabric and equipment.
* Liaise with all feeder schools and other primary providers when children transfer including common transfer and transfer of school’s records including the preparation of leavers to ensure smooth transfer of pupils to the school.
* Responsible for the production of minutes for meetings 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, parents/carers 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 families through Parentpay and collection of any outstanding monies.
* Assist with children’s illnesses and accidents, inform staff and parents as appropriate ensure that records are kept.
* Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure 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 postholder may undertake any other duties that are commensurate with the post
* The postholder has common duties and responsibilities in the area of:

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