

**SEAHAM TRINITY PRIMARY SCHOOL**

**Administration Assistant Level 2 – Job Description**

* Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the; school, answering telephone call, post etc.
* Responsible for contacting parents in line with school policy regarding first day absence.
* Responsible for data input/retrieval for ParentPay.
* Operate SIMS and FMS systems.
* Prepare and complete documentation and returns in relation to administration.
* Responsible for Petty Cash Claims and Free School Meal Entitlement.
* Responsible for liaising with kitchen staff, lunch time supervisors, caretaker and cleaners including the reporting of and monitoring repairs to fabric and equipment.
* Responsible for liaising with all feeder and other primary schools when children transfer including Common Transfer and transfer of school records including the preparation of Year 6 transition to ensure a smooth transfer of pupils to the school.
* 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.
* Responsible for maintenance of stock/asset registers for the school and manage annual stock checks.
* Responsible for collection of monies in relation to fund raising events and charities.
* Inform parents and staff re: children’s illnesses and absences as appropriate and 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 Local Authority processes and procedures are followed.
* To attend any training courses relevant to the post, ensuring continuing personal and professional development.
* To be able to work independently and as part of a team.
* 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 area of: Safeguarding, quality assurance, communication, professional practice, health and safety, school promotion, general management, equality and diversity.