

**Cockfield Primary School**

**Administrative Assistant**

**These are the main duties and responsibilities needed to achieve the job purpose**

37 hours per week, term time only.

8.30am – 4.30pm

8.30am – 4.00pm Friday

Responsible to the Governors and Head Teacher.

**Responsible for:**

Administrative duties; receptionist duties – promoting a warm and welcoming environment at all times; provide hospitality as and when required;

promoting and supporting effective communication within school and with parents and other stakeholders, promoting and supporting effective day-day organisation within school.

**Role**

To support the Headteacher and school staff by undertaking high quality administrative and organisational processes as required; contribute to the planning and development of support services; contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.

**Specifically**

* To use clerical time efficiently and to ensure smooth running of the office, maintaining up to date computer-based and manual filing systems
* To update and manage the SIMS administration network – working with the school’s network service contractor – including inputting electronic attendance data, preparing and submitting returns such as the annual census
* To operate relevant IT systems such as Word and Excel, use email, ParentPay, SIMS and use the internet as appropriate.
* Update the school website and check on a daily basis, put teacher’s planning on, support the use of other sites used by school and update pupil data
* To provide general clerical/administrative support, including photocopying, other reprographics, completing standard forms, responding to routine correspondence and laminating
* Arrange school photographs, deal with administrative aspects relating to ordering and distribution
* Act as the first point of contact for visitors, parents and pupils – both in person and on the telephone, in a courteous, professional, calm and friendly manner – ensure all visitors are escorted to their destination
* To maintain the school diary by arranging appointments, liaising with staff and dealing with enquiries in a friendly, efficient and approachable manner
* To distribute both internal and external mail – ensure staff receive messages promptly and accurately
* Educational visits – book trips in discussion with HT and class teacher, send out letters, record money on ParentPay, book bus, order packed lunches
* Assist the Headteacher in dealing with administrative tasks and enquiries relating to admission arrangements
* Carry out clerical work in connection with school fund, school meals service, school lunch money and other events e.g. Christmas Concerts, Harvest, special lunches etc.
* To assist in the issue of stationery and maintain stationery books
* To process computer based recording and reporting of attendance and to sign pupils in and out of school during school hours – phone parents to check absence and lateness. Monitor registers, complete attendance daily, complete termly attendance record for HT – cohorts and groups – FSM, SEND, boys, girls etc.
* To assist the Headteacher and teaching staff in the coordination of meetings for parents (ensure letters are sent out) and training courses – book courses, give information to staff, put date in diary and check with HT/DHT – cover for classes
* To assist in the administration of first aid when necessary; to undertake initial and refresher training. To look after sick and injured pupils, liaising with staff and parents
* To be aware of and comply with all policies and procedures relating to child protection, safeguarding, health and safety, security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person. Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times
* Safeguarding must be uppermost in your mind at all times
* Contribute to safeguarding the welfare of children in school at all times
* SCR up to date – checked daily
* To attend relevant meetings and in-service training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role
* Assist with organisation of events, communication and administration relating to admission of new pupils/cohorts
* Liaise with after school club staff daily
* Ensure that electronic and paper based pupil records are kept updated
* To support the preparation of the Headteacher’s report for full governing body meetings
* To support the preparation of the school’s newsletter to parents, put on website and send to identified parents
* Support the organisation of school events through effective communication, carrying out administrative duties, providing organisational support and arranging tickets where required
* Maintain tidiness of the school office
* To prepare orders, return unwanted items – keeping office and corridors tidy at all times
* To liaise with governors to ensure key information dates are communicated
* Ensure school numbers are up to date at all times
* Ensure school lunch numbers are checked and are correct – daily, chase up parents who owe money
* Check school diary weekly and send out letters as and when necessary
* Maintain the visitor’s book
* Regularly review own practice, set personal targets and take responsibility for your own personal development
* Model high professional standards and be a responsible and effective member of staff
* Be aware of and tolerate difference, ensure equal opportunities for all
* 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 and Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality and Diversity, Confidentiality and Induction