

Green Lane Church of England Primary School

Job Description

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| Name |  | Post | Administrative Assistant |
| Reporting to: | School Business Manager |
| Responsible for: | Providing an effective and efficient school administration system |
| Liaising with: | Staff, Governors and other stakeholders |
| Working Time: | 17.5 hours week |
| Salary/Grade: | Grade 5 |
| Disclosure Level | Enhanced |
| **Specific Duties*** To carry out duties related to school meals using the school payment system to monitor payment for school meals, sending out reminder letters as necessary, informing the kitchen of dinner numbers including latecomers etc, associated paperwork, ensuring free school meals register is up to date.
* Prepare /input pupil data as required by school, LA, DfE and other relevant agencies. This may include daily, weekly, monthly, termly and annual returns.
* To administer pupil admission/leaving procedures including preparation of documentation and records. This will include upkeep of admission records.
* To distribute information to parents as appropriate, to ensure the smooth and efficient organisation of the school and keeping parents up to date with relevant information.
* To contact parents using the school system to ascertain non-attendance and prepare attendance reports for the Headteacher including consideration of leave of absence requests during term-time.
* Administration of educational visits including sending letters to Parents and ordering packed lunches.
* To maintain an asset register.
* To monitor the Single Central Record to ensure all staff certificates are up to date.
* To assist with the day to day running of financial aspects of the school including placing orders, issuing receipts, counting, banking and recording of monies received.
* To contribute effectively to the marketing and promotion of the school using a variety of communication methods maintain high standards at all times.
* To create a warm welcoming impression to visitors to uphold the ethos of our Core Christian Values

**General duties*** To support the school’s behaviour and other policies, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour.
* To carry out duties relevant to the post. Variation, in consultation with the post holder, may also occur without changing the general character of the post.
* To attend training and access training to enable understanding and completion of the duties of the post.
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