**EVERGREEN PRIMARY SCHOOL**

**JOB DESCRIPTION – Admin Assistant**



**Responsible to: Head Teacher**

**GRADE: Grade 4**

**HOURS: 37 hours per week, term time only**

**MAIN RESPONSIBILITIES:**

1. Check the secure email daily and forward emails to relevant staff
2. Collect, and check monies in respect of school meals, completing requisite documentation under the direction of the School Business Manager. Be responsible for the free meals system, issuing and processing applications. Liaise and agree school meal numbers with cook.
3. 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.
4. Process simple administration and accounting, for example for excursions, theatre groups and photographer.
5. Assist in the organisation and documentation for school medical and dental inspections.
6. Type letters, reports and parental letters, then photocopy and distribute where and when necessary
7. Deal with pupil/students statistical returns including the school census
8. Sort and open incoming mail and distribute as necessary. Prepare outgoing mail, recording same in postage book
9. Ordering school uniform.
10. Liaise with the school’s Education Welfare Officer.
11. Provide a secretarial and administrative service to the Head Teacher and other senior staff
12. Operate SIMS
13. Produce minutes of whole staff briefing meetings, and any other meetings as directed by the head teacher or deputy head teacher, distribute and file as necessary
14. Assist in production of school booklets, brochures and newsletters
15. Filing correspondence and records
16. Answer the telephone, receive visitors and answer the door
17. General photocopying
18. Undergo any necessary training in order to undertake the duties of the post
19. The school secretary is expected to support the school’s behaviour policy, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour
20. The school secretary is expected to follow the school policy regarding the care, control and supervision of pupils and students
21. The school secretary is subject to the D.C.C. Code of Conduct for employees
22. Any other duties commensurate with the post which from time to time may be asked by the head teacher to ensure the smooth running of the school

**Evergreen Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a receipt of a satisfactory DBS Enhanced Disclosure.**

This job description is subject to regular review and may be altered to ensure the smooth running of the school.