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| Fishburn Primary School  Administrative Assistant  Job Description |  |

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| **Post:** | Administrative Assistant |
| **Grade:** | 2 |
| **Location:** | Fishburn Primary School |
| **Responsible To:** | Office Manager / Head Teacher |
| **Job Purpose** | To provide high quality administrator duties to support the business needs of the school, staff and pupils. |

**Duties and Responsibilities**

**The Administrative Assistant will:**

* Provide high quality customer service on the reception desk by welcoming visitors, parents / carers to the school whilst adhering to safeguarding requirements by checking identification.
* Make and answer phone calls and taking accurate messages.
* Resolve queries from staff, parents and suppliers etc.
* Regularly check and deal with school email.
* Be responsible for providing general admin support including photocopying, filing, word processing and the sorting, distribution and despatch of school mail.
* Pay invoices using FMS in line with the School’s Financial Procedures Manual.
* Checking deliveries, distributing to staff and pursuing outstanding orders.
* Arrange and book school trips and visits ensuring that income is collected via ParentPay
* Arrange transport for any school related activities.
* Provide information relating to attendance of pupils upon request by other members of staff.
* Production of high-quality whole school letters as directed.
* Collate dinner choices and daily dinner numbers and record any changes to school meals.
* Support the Office Manager with dinner debt recovery.
* Collate after school club activities by producing timetables, registers and inform parents.
* Assist in the maintenance of computer-based records using SIMS to ensure that all pupils records are current and up to date.
* Be responsible for daily attendance by contacting the parents / carers of pupils that have an unauthorised absence from school during the morning of their first day of absence and sending letters out to ascertain reasons for absence.
* Inform parents / carers of pupils reported ill whilst on school premises.
* Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Carry out duties in accordance with full regard to the school policies and procedures
* Undertake such other reasonable duties, that are commensurate with the post, as may be required within the school.

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_