**Administrative Assistant – Administration 2**

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| **Job Purpose**Responsible for ensuring the provision of effective administrative support service to facilitate the day to day running of the school office, including the finance and budget control system. |
| * Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school and answering telephone calls, emails, post etc
* Prepare and complete documentation and returns in relation to admission and registration procedures and transfers to other schools including common Transfer Procedures. Process and analyse student attendance, and monitor and report on un-authorised absences or concerns
* Support the Head Teacher in working towards SFVS and maintain procedures and documentation in- line with DCC policy. Accurately administer financial procedures relating to parental and supplier payments, and maintain Free School Meal and 30hr placement entitlement.
* Liaise with with kitchen staff, lunch time supervisory assistants, caretaker and cleaners including the reporting of and monitoring repairs to fabric and equipment.
* 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 parents.
* Responsible for maintenance of stock/asset registers for the school and manage annual stock checks.
* Support any children in school with illness or accident, inform parents and staff 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 Authority processes and procedures are followed.
* To attend any training courses relevant to the post, ensuring continuing personal and professional development.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* 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 & Safety, General Management (where applicable), Financial Management (where applicable), Equality & Diversity, Confidentiality and Induction |