**Job Description**

**Administration Assistant – Temporary**

|  |  |
| --- | --- |
| **Scale** | **Grade 2 (£18,065 pro rata term time only- temporary)** |
| **Hours** | **17.5 hours (over 5 mornings – 8:30 till 12 noon)** |
| **Post Title** | **Administration Assistant** |
| **Responsible to** | **Head Teacher and Office Manager** |

**Main Purpose of the Job**

Responsible for ensuring the provision of effective secretarial, administrative and clerical support service to facilitate the day to day running of the school office.

**Key Duties**

* Responsible for welcoming visitors and parents to the school in line with safeguarding procedures and answering telephone calls.
* Responsible for data input /retrieval for ParentPay
* Prepare and complete the documentation and returns in relation to administration.
* Responsible for liaising with kitchen staff for lunch numbers.
* Ensure SIMS database system is kept up to date and current to ensure contact can be made when necessary with all parents/carers.
* Responsible for maintenance of stock / asset registers for the schools and manage annual stock checks.
* Oversee children’s illnesses and accidents, inform parents and staff as appropriate and ensure that records are kept.
* To attend any training course relevant to the post, ensuring continuing personal and professional development.
* Prepare, copy and produce documents as requested by school staff
* Role requires independent working and working with a team.
* Ability to present oneself as a role model in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.
* The post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the area of:
  + Safeguarding, quality assurance, communication, professional practice, health and safety, school promotion, general management, equality and diversity.

**Head Teacher:**

**Post Holder:**

**Date:**