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**Job title:** Administration Assistant

**Salary:** Grade 3, point 4-6, £18,933 - £19,698 (pro-rata)

**Hours:** 37

**Contract type:** Permanent, Term time only plus 5 days

**Reporting to:** The Office Manager

**Main purpose**  Provide high quality administration and reception service to support the business needs of

the school, staff and pupils.

**Duties and responsibilities**

* Provide a high-quality customer service on the reception desk by welcoming parents and visitors to the school
* Answering phone calls, taking and distribution of messages
* Operate SIMS, ParentPay, Inventry, Teacher2Parents and Oracle systems ensuring they are accurate and up to date
* Liaise with other education providers to prepare and complete documentation and returns in relation to admission and registration procedures and transfers to secondary education including common transfers procedures, weekly and monthly electronic registration returns
* Manage, distribute and check yearly indemnity forms following up any none returns
* Responsible for collection of monies from families through ParentPay and the collection of any outstanding monies
* Assist with the checking of stock levels and maintaining and ordering office stationery and equipment
* Be responsible for providing general clerical support including photocopying, typing, filing and the distribution incoming school mail
* Provide a backup support service to the issuing of petty cash
* Raise orders and pay invoices using Oracle in line with the School’s Financial Procedures Manual
* Check deliveries, distribute to staff and pursue 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 by SLT
* Regular banking of school monies for both private school fund and school budget
* Collate daily dinner numbers and record any changes to school meals
* Keep accurate list of pupils entitled to free school meals
* Collate after school club activities by producing timetables, registers and inform parents
* Assist in the preparation and collation of school reports to ensure these are delivered to pupils on time and in professional manner
* Assist in the co-ordination of whole school documentation e.g. governor’s reports, staff handbook, etc
* Inform parents/carers of pupils reported ill whilst on school premises
* Report any building related issues to the Office Manager
* Assist the Office Manager in ensuring that the appropriate documentation is completed and general health and safety requirements are met
* Provide pastoral care and support for sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of illnesses and accidents
* Organise and produce information for display boards, including maintaining an up to date supply of leaflets
* Maintain and ensure the reception area is welcoming at all times
* 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

The Admin Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the admin assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher and office manager.