

**Bournmoor Primary School Administrative Assistant**

**JOB DESCRIPTION**

**POST**: Administrative Assistant

**PAY RANGE**: Grade 2 £18,887 -£19,264 (pro rata)

**Job Purpose**

To assist the Senior Admin Officer and Headteacher in providing an administrative and clerical support services to facilitate the day to day running of the school.

**DUTIES AND RESPONSIBLITIES**

* Provide general clerical support including word processing, excel spreadsheets, & PowerPoint typing letters, newsletters, etc
* Photocopying
* Deal with telephone calls
* Provide support and cover for main reception
* Sorting, distribution and despatch of school mail
* Communicate professionally with parents, teachers, governors, and the general public
* To carry out the school meals procedures including completion of daily paperwork and making sure ParentPay is correctly inputted
* Inform parents/carers of pupils reported ill whilst on school premises
* Maintain/monitor milk & fruit registers for pupils
* Administration of the ordering and selling of school uniform
* Maintenance of new starter records to ensure regular contact and appropriate forms issued.
* Maintain necessary records of health & medication
* Assist in the maintenance of stock registers for the school and carry out stock audits as required.
* Role requires working with a team
* Attend any training courses relevant to the post, ensuring continuing personal and professional development
* Keep SIMS attendance records up to date (this includes contacting parents regarding absences)
* To set up and record appropriately money from pupils / carers in relation to school visits, dinner money, etc. via ParentPay
* Organise school trips
* To assist the day to day running of the school office
* The post holder may undertake any other duties that are commensurate with the post