Job Description - Administration Assistant

Grade 2 - Term Time plus 5 days

**Job Purpose**: Responsible for providing an administrative and clerical support service to facilitate the day to day running of the School Office

**Responsible to:** The Office Manager

**The main duties and responsibilities include:**

* To provide general clerical support including photocopying, word processing, opening and distribution of incoming post and preparation of outgoing post.
* Provide information and reports relating to pupils upon request by other members of staff.
* Assist in the maintenance of computer based records using SIMS, T2P and/or any other software to ensure that these are kept current and up to date.
* Assist in the preparation and collation of school reports.
* Assist in the co-ordination of whole school documentation e.g. New Starter Packs/ School Brochures.
* Assist in the maintenance of a stock register for the school.
* Contacting the parents/carers of pupils using Teachers2Parents.
* Assist in the collection of money from pupils in relation to school visits etc. via Parent Pay.
* Prepare, photocopy and laminate documents as requested.
* Receive, check and distribute deliveries.
* Receive visitors and answer telephone calls/enquiries.
* Prepare and Produce Award Certificates.
* Assist in the production of a Half Termly Newsletter.
* Administration of the Fruit Scheme and Cool Milk, maintaining appropriate records.
* Assist in the co-ordination of Educational visits and/or curriculum related activities.
* Take photographs for Staff ID badges and assist with maintenance of Staff display boards.
* Assist in maintaining stationery stock and printing consumables using FMS to create Purchase Orders.
* 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.
* Log accident records as required.
* Undertake First Aid Training and administer First Aid and/or medicine in School.
* The Post Holder must be a Team player, have a positive mind set and a “can do” attitude.
* Ability to present oneself as a role model to staff, parents and pupils in speech, dress, behaviour and attitude.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* The Post holder may undertake any other duties that are commensurate with the post.