



JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE: Administrative Assistant

GRADE: Level 1 – Band 3 pt. 3 (£18,562 Pro Rata/Term Time)

RESPONSIBLE TO: School Business Manager

Purpose of The Post

To support the aims and ethos of the school by providing an administrative service within the school in particular to support the collection storage and retrieval of pupil information to ensure the legal requirements are met, parents are informed, and the required management information is available to the school.

Responsibilities

- 1 Ensure the safe collection, accounting and banking of all monies for school meals, liaise with school kitchen, ensure that the returns required by the LEA are completed in accordance with regulations. Administer free meal applications.
- 2 Ensure the effective reception of all visitors and telephone enquiries to the school in accordance with standards and procedures required.
- 3 Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports.
- 4 Produce statistical information on pupil attendance.
- 5 Contact parents to discuss the reason for pupil absence.
- 6 Liaise with Education Welfare Officer when necessary regarding absence.
- 7 Collate and input information on new pupil intake.

- 8 Operate reprographic equipment in order to provide a timely and efficient service in accordance with standards required by the Headteacher.
- 9 Generate correspondence and reports of a routine nature.
- 10 Assist in administering first aid/ looking after sick pupils.
- 11 Any other duties consistent with the post.
- 12 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 13 Be aware of and support difference and ensure equal opportunities for all.
- 14 Contribute to the overall ethos/work/aims of the school.
- 15 Appreciate and support the role of other professionals.
- 16 Attend and participate in relevant meetings as required.
- 17 Participate in training and other learning activities and performance development as required.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.