**Seaham Trinity Primary School**

**Job Title:** **Administration Assistant**

**Salary: Grade 3 Points 4 – 6**

**Reporting to:** Head Teacher/Deputy Head Teacher/Bursar

**Main Purpose**

To ensure the provision of effective secretarial, administrative and clerical support to facilitate the day to day running of the school office, including the finance and budget control system.

**Duties and responsibilities**

* Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school, ensuring that H & S and Safeguarding procedures are followed. Answering telephone calls, taking messages and collaborating with staff and outside agencies.
* Responsible for ensuring all database systems. Including calendar management and appointment making, are kept up to date and current to ensure contact can be made when necessary with all members of staff and pupils.
* Operate Arbor, FMS, Parentpay and Office 365 systems.
* Responsible for the production of minutes for meetings and briefings and taking minutes in special circumstances to ensure full records are kept of all such meetings.
* To assist with the collection, recording, reconciling of online payments received via Parentpay, chasing up late payments with parents where necessary.
* To ensure pupils arriving late are recorded in registers.
* Contact parents of pupils who are absent and have not contacted the school to establish reason for absence.
* Monitoring and reporting of un-authorised absences, staff attendance and absences.
* Prepare and complete documentation and returns in relation to admission and registration procedures and transfers to Secondary Education including, but not exclusively, common Transfer Procedures.
* To collate all pupil registers and ensure that the kitchen staff are given accurate pupil numbers every day, to complete statistical returns, in relation to school meals, in a timely and accurate fashion.
* To undertake administrative duties in respect of school meals and educational visits, including online payments and associated paperwork.
* Responsible for collection of monies from pupils in relation to school visits, charities etc. and to facilitate the banking of such monies.
* Responsible for the receiving of delivered goods, checking goods received against delivery notes promptly. Also, arrange storage/distribution within school and manage stock levels.
* Maintain accurate stock/asset registers and manage annual stock checks.
* Access monthly Oracle reports. Inputting of orders, checking and paying invoices. Including but not exclusively, Petty Cash records, and free school meal entitlement.
* Responsibility for ensuring all database systems used within the school are kept up to date and current to ensure contact can be made when necessary with all members of staff and pupils.
* Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and Local Authority processes and procedures are followed.
* Top attend any training courses relevant to the post, ensuring continuing personal and professional development.
* To maintain confidentiality at all times in respect of school- related matters and to prevent disclosure of confidential and sensitive information.
* Display a high degree of integrity and discretion especially when dealing with sensitive information.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in: speech, dress, behaviour and attitude.
* To make a positive contribution to the school, supporting and promoting its ethos and aims.
* The post holder may undertake any other duties that are commensurate with the post.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and follow school polices and the staff code of conduct.