

**Job Description**

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|  **Directorate:**  | Children’s Services  |
| **Post Title**  | Administrative Assistant A5115 |
| **Evaluation**  | 384 **Grade:** N4  |
| **Responsible to**  |  Head Teacher / Senior Leadership Team  |
| **Responsible for**  | N/A  |
| **Job Purpose**  | To provide comprehensive administrative support to the school.  |

**Main Duties:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To support the Head Teacher, Deputy Head Teacher, Assistant Head Teacher School Business Manager in all administration functions of the school.

1. To provide “reception services” such as answering the phone, welcoming staff, Parents/Carers, children and visitors.
2. To remain professional in the school environment maintaining confidentiality and sensitivity to others and promoting high standards, efficiency and effectiveness. This includes but not restricted to conversations with Parent/Carers, staff, other professionals and Governors.

1. To support the school security by operating the gates and checking anyone entering the school has a legitimate reason to be on the premises.
2. To create and maintain records both electronically and manually. This will include attendance information, admission enquiries, admission lists in addition to other data/information.
3. To ensure the office machinery i.e. computers, photocopiers etc. are maintained (including basic maintenance of equipment) and ensure that consumables are ordered in accordance with Moorside’s purchasing procedures.
4. To respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent actions within the remit of their job.
5. To maintain and produce manual and computerised records and information systems.
6. To use information systems such as MIS, SIMS, Excel, Word and PowerPoint to produce and populate data for a number of purposes. This may include setting up documents, flow charts, diagrams and tables. Use information to produce basic analysis of data such as attendance figures and test results.

1. To assist in the training or demonstration of duties to new staff in the admin team.
2. To collect, account, reconcile and ensure security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc. in accordance with Moorside’s financial regulations.
3. To liaise with staff, children, Parents/Carers and other stakeholders as appropriate to meet the requirements of the school including organising the purchase and sale of uniforms, supporting the administration of school trips, assisting with the administration of school meal vouchers and assisting in the financial arrangements around fundraising events.
4. To ensure that supply staff credentials are checked and organise cover for absent as directed, including liaising with the School Business and Financial Manager with regard to the Single Central Register (SCR).
5. To support the Governors in administration functions as directed by the Head Teacher, Deputy Head, Assistant Head Teacher and School Business & Finance Manager including photocopying paperwork .
6. To liaise with other schools as required or directed by the Head Teacher, Deputy Head, Assistant Head Teacher and School Business & Finance Manager including collaboration with schools within the WEST Trust.
7. To promote and implement the Moorside’s Equality Statement in all aspects of employment and service delivery.
8. The post holder to follow all other Moorside’s procedures/policies in line with all staff and be aware of their responsibilities under those procedures/policies including promoting and safeguarding of all our children and staff in the school.