Chilton Academy

Job Description

Post Title: Administration Assistant
Responsibility: To be responsible for providing an administrative and clerical support service to facilitate the day-to-day running of the School Office
Responsible to: Office Manager, School Business Manager, Headteacher

Duties include:

• Being a point of contact for the school, welcoming parents/carers, visitors, contractors, etc, ensuring that health and safety procedures are followed

• Answering telephone calls and ensuring messages are passed to appropriate staff

• Being responsible for providing general clerical support including photocopying, word processing, laminating, filing etc

• Being responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Trust or Local Authority processes and procedures are followed

• Being responsible for the initiation of First Day Calls – contacting the parents/carers of pupils that have an absence from school during the morning of their first day of absence

• Keeping information relating to the attendance of pupils up to date and providing information upon request to others.

• The maintenance of computer-based records using Arbor so that these are all kept current and up to date to ensure contact can be made when necessary with all members of staff and parents/carers and that pupil and personnel information is available to others when necessary and appropriate

• Providing dinner numbers and liaising with kitchen staff

• To complete statistical returns, in relation to school meals, in a timely and accurate fashion

• To provide pastoral care and first aid to sick and injured children taking appropriate action as necessary, ensuring parents and school staff are fully informed of incidents and accidents

• Complete medication forms with parents and administer medication when required

• Informing parents/carers of pupils reported ill whilst on school premises

• Attending any training courses relevant to the post (including First Aid), ensuring continuing, personal and professional development

• Working as part of a team with lunchtime cover in an emergency

• Presenting oneself as a role model to pupils in speech, dress, behaviour and conduct

• Assist in collation of requests for Breakfast and After School Clubs and entering information onto database, advising Parents/Carers of places on Clubs.

• Support the Office Manager with payments collected by parents via ParentPay

• Use of school texting service, ensuring all relevant telephone numbers are regularly checked to ensure they are valid

• Responsible for the receiving of delivered goods, checking goods against delivery notes/invoices, arranging for their storage or distribution within school. Ensuring adequate stock control measures are in place for all stationery/resources.

• Display a high degree of integrity and discretion especially when dealing with sensitive information and ensuring highest levels of confidentiality

• To support with the hospitality of visitors

The Post holder may undertake any other duties that are commensurate with the post.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.