



Job Description

Job Title:	Administration Assistant
Grade of post:	GRADE 4
Location:	Edith Moorhouse Primary
Line Manager:	Office Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

Main Responsibilities:

- Undertake office/reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers/staff etc.
- Assisting with arrangements for visits by school nurse, photographer and outside agencies
- Provide routine clerical support e.g. photocopying, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals
- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration
- Ensure all pupil records are accurate and up to date
- Responsible for organising weekly fruit and milk orders
- Undertake a variety of administration to support extended care bookings / payment
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required



General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Edith Moorhouse Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.