



## **Job Title: Administration Assistant**



**We are a values led federation.**

**We respect ourselves; we respect others; we respect our environment.**

**Responsible To:** School Business Manager

**Job Purpose:** To provide administrative and clerical support in the school office during the 195 term days and including five further holiday days during the summer break.

### **Main duties and responsibilities:**

1. To undertake reception duties and deal with general enquiries from visitors, parents, etc.
2. To act as first point of contact with parents on a range of matters (e.g. to arrange appointments), as required by headteacher and teaching staff.
3. To undertake accurate and word processing to include standard letters and routine documents as drafted by the wider staff and governance teams.
4. To open, sort and distribute post and to operate the school telephone and email system (including Class Dojo), forwarding/taking calls and messages as required and to deal with general enquiries from visitors and parents.
5. To provide the first point of contact during work hours for parents, carers, Central Bedfordshire services, government officials and other school visitors and workmen on site – ensuring safeguarding procedures for visitors are followed.
6. To undertake document administration as required by the school office for teaching and management staff, e.g. annual reports to parents, governance documents, filing, copying and any reports or documents required by the leadership team or the school business manager.
7. To act as the initial collection point for monies received from pupils (for school trips, events, PTA, etc.). To count, list and bag monies and transfer to the Finance Assistant, in accordance with school procedures.
8. To oversee the administration in respect of educational visits, in liaison with the Educational Visits Organiser, including liaising with staff and writing to parents. To work with the Finance Assistant in regards to payment schedules and collecting/banking money.
9. Cataloguing, preparation of, issuing and maintaining materials and equipment, as required, and undertaking regular stocktaking of items as directed by the school business manager.
10. To support the office team in preparing school reports annually in July and distributing electronically to parents.
11. To manage the Cool Milk account. Inputting data once a month for the previous month. Including adding any new children to the system.
12. To manage the Fruit and Veg scheme.
13. To check class registers on Arbor Education and school lunches on SFU and support the team in following up any absences in the absence of the Office Administrator.
14. To oversee and manage the school lunches with AIP and SFU along with the Office Administrator. Liaising with the kitchen where necessary.

15. To support the Health Care Assistant in carrying out and administering first aid for pupils and for work colleagues if required.
16. Maintaining and checking up to date information database detail including pupil and staff data into school managements systems including supporting the termly census and new pupil documentation.
17. To maintain confidentiality **at all times** in respect of school related matters and to prevent disclosure of confidential and sensitive information either verbally or in documents or access to information on screens.
18. To undertake any other duties, commensurate with the level of the post, as may be required in discussion with the school business manager across the federation.
19. To undertake any work-based training and act positively on feedback to ensure the office team as a whole are efficient and professional.

### **Safeguarding**

To be responsible for promoting and safeguarding the welfare of all the children and young people in school.