

**CHATER INFANT SCHOOL
JOB DESCRIPTION
ADMIN ASSISTANT**

TITLE OF JOB : ADMIN ASSISTANT

LOCATION : SCHOOLS

GRADE : H2 / H3

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide clerical, administrative and financial support to the school.

To provide support with medical resources and updating medical/dietary records

1 b) MAIN AREAS OF RESPONSIBILITY

- Undertake reception duties including response to telephone and personal enquiries.
- To deal with parent and visitor queries and if necessary referring information and issues onto another staff member.
- To use discretion and confidentiality as appropriate in providing information and advice to callers and visitors.
- To maintain manual and computerised records as necessary.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this to include undertaking typing and word-processing and other IT tasks, photocopying, filing, email and answering routine correspondence.
- Ensure that attendance information is entered into SIMS, with reasons for absence obtained from parents. Report on absence trends to the Headteacher. Issue letters in accordance with the Absence Policy. Meet with the AIO each half term.
- Input meal requirements as necessary into SIMS and produce daily figures to the kitchen by the pre agreed time. Produce reports as and when required.
- Maintain the library, by keeping it tidy, maintain stock in a good condition, update the Junior Librarian system as and when necessary so that support staff are able to issue and return books.
- To check stock levels regularly and order classroom resources at the end of each term. Place orders for goods and supplies once authorisation has been received Reconcile delivery to order and invoice.
- Maintain all first aid supplies, stocks and medical/dietary records.
- To liaise with school cook to ensure all dietary needs are communicated effectively.
- Ensure that up to date records are kept of children with medical conditions and allergies and that medication is in date.
- To receive and accurately account for all monies brought into school in payment for a school activity.
- To use school communication systems to keep up to date and fully informed.
- Any other duties as may be required.

1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

1 e) CRIMINAL RECORDS BUREAU

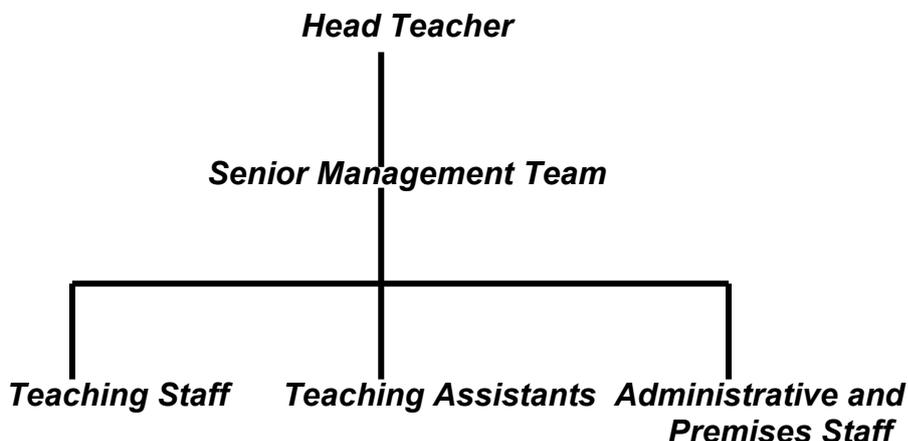
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is to work under the direction of the School Secretary in the school office.

4. JOB CONTEXT

The school has a team of administrative staff who provide the full range of reception and administrative functions.

5. CONTACTS

All members of staff in the school.
Parents and visitors.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Good ICT skills
- Basic knowledge of first aid.
- Ability to use standard office software
- Ability to work in a team
- Understanding of the needs of children.
- Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable but not essential.