



Job Description

Title of Post: School Admin Assistant

Responsible to: Headteacher and School Business Manager

Purpose: To provide effective administrative support for the headteacher and school

Duties and Responsibilities:

Reception

- Handle telephone queries and face to face enquiries, referring complex cases to the appropriate member of staff.
- Monitor visitors to and from the school, overseeing the signing-in regulations and complying with local authority DBS regulations in line with school policy.
- Contribute to the maintenance of the school's single central record.
- Accept and sign for deliveries as appropriate.
- Give tours round the school as required and at the headteacher's discretion.
- Manage communication with parents, written and verbal.
- Support families in their use of relevant online systems.
- Organise admissions arrangements for the school, including in-year applications.
- Check the registers daily to ensure their timely completion and accuracy, monitoring the arrival and departure of pupils throughout the day.

Clerical

- Typing, word processing and production of literature (including posters and leaflets) as required.
- Management of whole-school correspondence, including newsletters and in-app messages.
- Filing and reprographics, including basic photocopier maintenance.
- Filter, triage and respond to the school's e-mail for general enquiries.
- Sorting, distributing and sending post.
- Organising and maintaining records and communication for work experience.
- Providing resources and administration support to the headteacher and other staff where appropriate.
- Preparing and maintaining manual and computerised pupil data, including pupil updates, admissions files, school to school transfer, year 2 & 6 transition and year-end procedures
- Year-end processes and maintenance on all sites and programmes in use by the school.

- Contribute towards the management and review of policies, plans and risk assessments, including updating the critical incident plan annually.
- Organise the administration for pupil holiday authorisation forms in accordance with local authority regulations and school policy.
- Maintain the school diary and web site diary.
- Complete school census and return to local authority.
- Organise quotations for and book transport for all organised school trips.
- Monitor, organise and complete the full admission/leaver process for the school.
- Manage the suspension and exclusion process as required.

Welfare

- Liaise with parents regarding pupil sickness and non-attendance.
- Assist with visits from outside agencies (e.g. social workers and health visitors).
- Organise NHS flu immunisation and weigh and measure visits, communicating and providing relevant information to all stakeholders as deemed necessary.
- Organise school photography, including for individuals, classes & groups.
- Create, update and maintain staff car registration and birthday list, including the provision of cards for the headteacher to sign and distribute.
- Update the DFE for the Household Support Fund (HSF) and other relevant funds.
- Book and manage staff training as required.

Finance

- Record dinners required and inform the kitchen of numbers for school meals and free school meals, liaising with parents and the local authority where necessary.
- Set-up and update relevant systems for all trips or clubs and record attendance for breakfast club.
- Provide authorisation on the school's finance systems.
- Chase all outstanding debts for dinners, breakfast club and trips.
- Carry out financial administration in accordance with appropriate trust and school regulations and policies, including obtaining quotes for work as necessary.
- Check for new admissions and FSM eligibility each week.
- Check Perspective Lite regularly for updates and documents, signposting to the relevant staff.
- Maintain stocks of paper and other stationery supplies.

Premises

- Support in the administration and management of school fire and lockdown procedures.
- Ensure reception/office area is neat and tidy.

The duties of this post may vary and be changed in order to meet the changing demands of the school at the reasonable direction of the head teacher.