



COTTAGE GROVE PRIMARY SCHOOL & NURSERY

Job Description

Post Holder:

Post Title: Admin Assistant

Pay Band: Grade C

Accountable to: Business Manager

Job Purpose

Key Accountabilities

- To actively promote the wellbeing of children through adherence to all safeguarding policies, practices and procedures
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

Main Duties and Responsibilities

School Dinners/ registers

- Maintain dinner registers on a daily basis including sending out reminders with regard to unpaid dinner money
- Contact parents of children not in school to ascertain why children are absent
- Work with parents to improve attendance of pupils
- Follow local authority staged process for monitoring attendance
- Maintain a breakfast club register, including chasing overdue payments

General clerical duties

- Type reports and letters for the Headteacher and teaching staff
- Telephone enquiries
- Welcome and support parents with enquiries
- Photocopying and filing
- Check and order uniform stock and receive payments
- Check stationery stock and liaise with the Finance Manager to order supplies
- Post – incoming and outgoing

Visits and Residential Weeks

- Liaise with teachers organising visits and residential weeks
- Send out letters to parents
- Check, record and bank payments as received
- Order free school meals as required



Job Description

First Aid

- Administer first aid as and when necessary
- Complete necessary documentation including liaison with parents/carers

Milk

- Order milk monthly for under 5s

Contact Forms

- Issue contact forms to parents at beginning of each term
- Keep checklist and chase those not returned

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities which may be determined in light of the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.

I have read and understood my roles and responsibilities within my job description:

Signed _____

Name _____

Date _____