



Job Description Administration Assistant Band A



Job Description

Job Title: Administration Assistant

Salary: £24, 796 - £28, 142 (pro rata, term time only)

Contract Type: Permanent

Working Pattern: Monday 8am-3pm/Tuesday to Thursday 8am-4pm.
Daily 30-minute lunch.

Location: School office

Reports to: Senior Office Manager and SLT

Job Purpose

To play a central role in providing an efficient, caring and professional service to all pupils, staff and visitors to school.

Key Responsibilities

1. Carry out work professionally and maintain confidentiality at all times
2. Undertake reception duties, answering routine telephone calls, face to face and gate enquiries and signing in and out visitors and pupils in a pleasant and polite manner at all times, ensuring all necessary safeguarding checks are carried out. Control access to the school via the securities gates
3. Take and deliver messages and ensure telephone communication is attended to promptly and courteously
4. Ensure that the Reception Office, as the first point of contact, is kept in good order
5. Be the point of contact for the photocopiers, ensuring sufficient supplies are stocked
6. Undertake daily absence checks, well-being calls and liaise with Office Administrator regarding absences
7. Ensure that accurate pupil details are maintained on Arbor and FSM checker service e.g. change of address, telephone numbers, contact details, pupil records and FSM entitlement
8. Work with parents and carers to encourage the use of Arbor to pay for lunches, school trips and other adhoc payments and to promote that school is cashless
9. Produce list/information/data as required eg pupils' data



10. Provide accurate school dinner numbers to the kitchen on a daily basis, and printout dinner registers for all classes.
11. Provide home-school communications relating to all aspects of school life – letters, text messages, emails
12. Undertake specific administrative tasks including, but not limited to; typing, filing, photocopying, preparing information packs for parents and visitors and maintaining display areas
13. Check in deliveries and maintain curriculum and admin stock cupboards. Deliver stock orders to classes and liaise with Office Administrator regarding stock requirements
15. Provide assistance in admissions enquiries and correspondence
16. Maintain a record of supply staff information for the Senior Office Manager
18. Deal with incoming and outgoing post
19. Any other duties as designed by the Headteacher
20. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

General

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos, work and aims of the school
4. Attend and participate in relevant meetings as required
5. Participate in training, other learning activities and performance development as required

Safeguarding and Child Protection

- Safeguard and promote the welfare of children at all times.
- Follow school safeguarding and child protection procedures and report concerns promptly.



- Maintain professional boundaries and model appropriate behaviour at all times.

Additional Information

- This post is subject to an Enhanced DBS check and all appropriate pre-employment checks in line with *Keeping Children Safe in Education*.