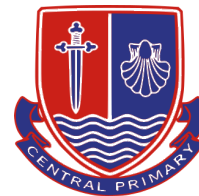


Central Primary School

Job Description



Administrative Assistant

Salary scale: Pay Range (depending on experience)

H3 5-6 £25,583 - £25,989

H4 6-9 £25,989 - £27,254

The above salaries are paid on a pro rata basis depending on the number of hours/weeks worked.

Hours Part time/Full time TBC Monday to Friday, term time only

Contract Temporary

Responsible to: A member of the Senior Leadership Team (SLT)

Purpose of the role

- To provide confidential administrative support to the Headteacher, Deputy Headteacher and School Business Manager, together with general administrative support to the wider school staff.
- To work collaboratively with the wider office team to ensure the smooth and efficient running of the school office.

Reception and Customer Service

- Act as the first point of contact for the school, dealing with enquiries, telephone calls and visitors.
- Adhere to the school's safeguarding procedures, including checking identification and DBS clearances for visitors, students and contractors where required.
- Maintain a professional, calm, friendly and efficient reception area.
- Ensure the reception area is kept tidy and that displays and information are current and up to date.
- Receive, record and communicate messages and correspondence promptly through the school's communication systems.
- Respond to emails and general enquiries in a professional and timely manner.

General Administration

- Prioritise and effectively manage own workload to meet deadlines.
- Maintain accurate paper and electronic filing systems.
- Prepare letters, reports and other documentation as required.
- Enter and maintain accurate pupil data, including assessment, admissions and attendance information within Arbor.
- Input new starter pupil information onto Arbor.
- Maintain pupil records in accordance with GDPR and the school's data protection policies.
- Liaise with external agencies, including the School Nursing Service and other professionals, as required.
- Assist with the organisation and preparation of school events and functions.

Attendance Administration

- Monitor daily attendance using Arbor and ensure registers are accurate and up to date.
- Contact parents/carers regarding unexplained absences in line with school procedures.
- Process requests for leave of absence and prepare supporting attendance reports.
- Prepare Penalty Notice referral documentation for unauthorised absences and submit completed cases to the Attendance Lead and School Business Manager for checking before submission to the Local Authority.
- Maintain accurate attendance records and ensure all attendance documentation is completed, filed and retained appropriately.

Financial Administration

- Monitor, update and record payments for school dinners, educational visits, donations and other income using Arbor.
- Receive, record, process and securely manage cash and cheque payments in accordance with the school's financial procedures.
- Prepare and reconcile income for banking in accordance with the school's financial procedures.
- Ensure resources and stationery are ordered as required, following the school's purchasing and authorisation procedures.

School Systems and Bookings

- Administer bookings for breakfast club, after-school club, swimming and other school activities through Arbor, maintaining accurate records.
- Maintain accurate records within Arbor and other school management systems, ensuring data integrity at all times.

Team Support

- Work collaboratively with other members of the office team to ensure the smooth and efficient running of the school office.
- Provide administrative support to the Headteacher, Deputy Headteacher, Business Manager and other members of staff as required.

Personal Qualities

- Demonstrate honesty, integrity and accountability.
- Demonstrate professionalism and maintain confidentiality.
- Communicate with patience, kindness and respect.
- Build positive working relationships with colleagues, pupils and parents.
- Demonstrate resilience and maintain a positive approach when managing competing priorities.
- Be reliable and consistently meet deadlines.
- Reflect on own practice and seek opportunities for professional development.

Other Duties

- Undertake any other duties appropriate to the grade of the post as reasonably requested by the Headteacher or Senior Leadership Team.

Safeguarding, equality and compliance

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Review of duties

The duties attached to this post are subject to annual review and may, following consultation with the postholder, be amended to meet the changing needs of the school.