



Job Description

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| Post Title: | ADMIN ASSISTANT (Primary School) | Grade: | BEXLEY04 |
| Responsible to: | Office Manager and Senior Leadership Team | | |
| Functional links with: | School staff, pupils, parents and visitors to school | | |

Main purpose of the job:

- To provide administrative support, requiring a good level of ICT skills
- To provide a welcoming reception service for all callers to the school, whilst demonstrating an excellent level of organisation and efficiency

Main Duties and Responsibilities:

1. Providing general clerical support to ensure an effective and efficient service is provided.
2. Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
3. To provide admin support in organising school trips, events and meetings and updating office systems and diaries.
4. To give advice and guidance to pupils, teachers and external bodies, via telephone and in person to ensure an ongoing provision of a high quality service.
5. Keeping manual and computerised records updated, ensuring a high level of accuracy is maintained.
6. To work under the direct supervision of the Office Manager.
7. Provide a reception service including answering and dealing with telephone enquiries, taking and acting on messages, maintaining the electronic signing in system (InVentry), issuing and retrieving passes
8. Use the school's electronic messaging service, Arbor, to ensure effective home-school communication
9. Maintain information including pupils' leave of absence requests, and keep pupil records in Arbor up to date
10. Logging staff absence and running reports for Head Teacher
11. Deal with pupil attendance, including Arbor registers, recording late arrivals, appointments etc
12. Deal with dinner money, milk and free school meals administration
13. Provide clerical support to other members of staff
14. Deal with pupil injuries and illnesses and liaise with parents and other staff. Maintain up-to-date records of children's medical conditions and medication

Less frequent tasks:

15. Undertaking typing and reports within specified time constraints.
16. Filing
17. Maintain the school diary
18. Organise school photographs
19. Assist in the preparation and supervision of pupils to be seen by visiting professionals
20. Monitor pupil absences and follow up, including letters to parents, liaison with the EWO and completion of DfE returns
21. Organise school visits for prospective parents
22. Undertake fire warden duties by checking registers and accounting for visitors

Job Activities:

- Judgements on dealing with absences, lateness and pupil illness and accidents
- Interpersonal skills to deal with parents and pupils sometimes on difficult issues
- Operation of computer and paper based systems requiring excellent levels of speed and accuracy

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| Signed by: | Post holder: | Date: |
| | Line Manager: | |
| | Job Assessor: <i>(if required)</i> | |