

Chalgrove Community Primary School

Administrative Assistant Job Description

School: Chalgrove Community Primary School	Location: Chalgrove, Oxon
Job title: Administrative Assistant	Reporting to: Office Manager
Grade: 4	Work Pattern: 20 hours per week (term time only) Monday to Friday, including Friday afternoon.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Office Manager, who will be mindful of the duty to ensure that the employee has sufficient support to carry out the duties of the post and a reasonable workload.

Job Purpose
To carry out reception duties and administration tasks in relation to pupil data, procurement, finance estates and health and safety as part of the school office team.
General
- Undertake reception duties, including: - Answering face to face enquiries, signing in visitors, contractors and parents ensuring that Trust policies are complied with. - Registering late pupils. - Receiving post, deliveries etc. - Managing and distributing incoming mail, e-mails and telephone calls. - Checking the attendance registers have been completed each morning and afternoon, following up on missing information and ensuring correct registration marks have been entered. - Receive calls & emails relating to pupil absence and follow up any absences that are not accounted for in line with our attendance policy. - Collate daily meal numbers for the kitchen, checking against registers that meals for absent children have been removed. - Keep the entrance foyer and office welcoming, notice boards up to date & lost property area is in order. - Carry out any other reasonable duty as requested by the Headteacher.
Administration
- Provide administrative support to the Headteacher. - Provide general clerical/admin support (e.g. photocopying, filing, scanning, form completion, responding to routine correspondence, laminating etc.) - Log & collate school meals using systems provided ensuring the kitchen have visibility of accurate meal numbers in a timely manner. - Liaising with the catering provider to ensure menus are accurate & relevant and updating the meal ordering system as appropriate ensuring any changes are communicated to parents. - Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. - Assist with arrangements for school trips/events, offsite activities etc. - Work with the Office Manager to co-ordinate after school clubs. - Maintain systems for filing and storage of information relating to pupils and other office documentation. - Ensure the school calendar and website are kept up to date with external events/parent led activities - Communicating school news and events with parents via electronic methods.

Finance, Payroll and Procurement	
• In conjunction with the Office Manager receive and process school purchase requisitions from staff including obtaining authorisation prior to ordering. • Receive deliveries and check orders. • Maintain stocks and supplies, cataloguing and distributing appropriately, including annual order of school books and resources. • Support the Office Manager in receiving income for payment towards trips, swimming etc. • Support the Office Manager in preparing money for banking • Support the Office Manager in preparing WAC invoices and maintaining register of payments.	
HR	
• Supporting the Office Manager to maintain paper and computerised records/school information management system, including administering new pupils, leavers, absence and inputting attendance data etc. • Support in the organisation and distribution of packs for new admissions. • Support with the Co-ordination and collect of paperwork for September new pupils and throughout the year, ensuring historical data is collected from previous schools where required. • Support with new staff induction training as appropriate.	
Safeguarding	
• Assist the Headteacher with ensuring that volunteers and visitors have met the safeguarding requirements laid out in the Trust's Visitors and Volunteers policies. • Support the Office manager in ensuring staff safeguarding training records are maintained and evidenced.	
H&S, First Aid and Premises Management	
• Ensure the medicines and the administration of medicine consent forms are up to date. • Support the First Aid Appointed Person in ensuring that the first aid supplies are maintained and are up to date. • Performing general H&S duties ensuring all work areas are kept tidy and clutter-free. • Complete other H&S responsibilities as defined in the school's Health and Safety Policy.	
Personal and professional conduct	
• Be aware of and comply with policies and procedures relating to child protection & safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Have proper and professional regard and contribute to the overall ethos/work/aims of the school and maintain high standards of attendance and punctuality. • Uphold professionalism and maintain high standards of ethics and behaviour, both within and outside school. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required.	

Experience	General clerical/administrative work
Qualifications/Training	Level 4 Good numeracy/literacy skills
Knowledge/Skills	Appropriate knowledge of first aid Effective use of IT packages including good keyboard skills Ability to relate well to children and adults Work constructively as part of a team, understanding school roles & responsibilities and your own position within these Ability to identify own training & development needs & cooperate with means to address these
Desirable	Previous school office experience NVQ 2 or equivalent qualification or experience in relevant discipline