

Pickwick Academy Trust



IVY LANE PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE:	Administrative Assistant
RESPONSIBLE TO:	Admin Officer, Headteacher
SALARY SCALE:	Scale Point D
HOURS OF WORK:	8.15PM – 3.30PM (32.5 hours per week) 5 days a week (Monday to Friday)
WEEKS PER YEAR:	38 weeks per year (term time only, excluding TD days)

PURPOSE OF JOB:

To assist the Admin Officer in ensuring the smooth running of the front office so that all aspects of the school's administration are conducted efficiently.

To operate the relevant school Management Information System (MIS).

To liaise with the Pickwick Academy Trust central support team keeping them informed of any matter at Ivy Lane Primary School that could impact on the Trust.

RESPONSIBILITIES:

Duties to include:-

RECEPTION

1. To ensure the effective operation of the reception for all visitors to the School, giving information and directions to assist them adequately in the purpose of their visit and to record visitors onto and away from the site in accordance with security procedures.
2. To provide assistance for all staff, parents and pupils with any queries made at reception by resolving or reducing queries and giving advice where appropriate.
3. To manage incoming and outgoing calls, take messages and identify and deal with queries raised by callers on the telephone by liaising with other staff as necessary.

ADMINISTRATION

1. To undertake the full range of clerical and administrative tasks required ensuring that the school operates efficiently and effectively. This will include:
 - Filing, photocopying, reprographics as required
 - Letters/memos/emails etc.
2. Check absences against registers and update Attendance records. Conduct first day absence telephone phone calls.
3. Inputting new and updated information on the school's computerised system for pupil records and attendance and ensuring all records are maintained and up to date. Assisting in the production of reports, lists and other information relating to pupil records, including attendance.
4. To assist in updating the school Management Information System (MIS), regarding all pupil data.
5. Assist Admin Officer with pupil admissions to the school, taking enquiries from parents and carers.
6. Administration of wrap around bookings including managing any tax free voucher enquiries.
7. To manage the administration of all after school clubs and update school website with club information, e.g. teacher led and sports coach
8. Administration of school dinners within the MIS.
9. Updating dietary and medical requirements within the MIS and pass information to the catering team and school staff.
10. Liaising with in-house catering team with regarding school dinners.
11. To be responsible for creating the new starter packs.
12. Liaise with peripatetic music teachers regarding annual music calendar.
13. Manage and issue Parking Permits to parents/carers.
14. To oversee school photograph sessions.
15. Produce fortnightly school newsletter and publish onto the school website.
16. To update the calendar on the school website.
17. Opening and distributing incoming mail in a timely manner and taking outgoing mail to the post box.
18. Monitor the staff tea/coffee supplies and liaise with the Finance Manager.
19. Order office/stationery stock as necessary.
20. Checking of deliveries on receipt.

21. Liaising with staff, Governors, pupils, parents and outside agencies as directed.

GENERAL

1. Assisting with emergencies e.g. sick or injured child.
2. Providing general support for office staff when required.
3. To undertake such training as may be required.

OTHER

1. The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure
2. The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
3. The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.
4. The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

This post is subject to medical and criminal disclosure clearances and to references. The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....