

Woodlea Primary School JOB DESCRIPTION

POST TITLE:	Administrative Assistant
RESPONSIBLE TO:	Headteacher
FUNCTION:	To assist in the provision of the administrative and financial functions within the school
HOURS:	37 hours (08.00 – 16.00, Monday to Friday) 40 weeks per year (term-time plus 1 week)

PRINCIPAL RESPONSIBILITIES

Customer Service

- Ensure the provision of an effective and welcoming reception service. This will include responding to both routine and complex issues, by phone, email and in person.
- Provide hospitality as and when required.
- Follow up all pupil absences

Administration

- To produce a range of accurate and professional correspondence in agreed School format, to include letters, texts or emails.
- To manage and maintain an effective whole school diary management system, ensuring that information is up to date and accurate and circulated to all stakeholders as required
- To produce and collate the weekly School Newsletter and to disseminate to all necessary parties within agreed timeframe
- To arrange efficient and effective event administration for all assemblies, parent consultations, school productions, open mornings, pupil clubs etc.
- Administration of all trips and activities, in a time efficient and proactive manner, ensuring teachers have considered all necessary areas, such as risk assessments are uploaded to Evolve and correctly checked volunteers
- To act as a personal assistant and provide an administrative service to the Headteacher
- To provide regular administrative support to members of the Senior Leadership Team
- Open and distribute post and to monitor the school email, responding as needed
- To organise and allocate places in the extra curricular clubs
- Assist with maintenance and updating of school website and social media.
- Arranging and administering the school photography.
- Liaison with external agencies as necessary, including HC3S, Coolmilk, FOWS and a range of HCC departments.
- Produce registers for the Breakfast and After School Clubs and monitor the Breakfast and After School club payments using various voucher schemes

Finance

- To collate daily school meal information and liaise with School Kitchen regarding requirements

- To closely monitor and maintain an effective debt management system in accordance with the school charging policy, for all services provided to pupils (i.e. meals, trips, music lessons etc.)
- To monitor uniform stock levels and ensure the timely fulfilment of orders
- Reconcile and calculate all cash payments and bank when required
- Using the IBC to raise orders and process simple queries (dependent on grading)

Pupil Records/Welfare

- The accurate and timely input of pupil data including daily attendance utilising the Arbor system in order to maintain accurate pupil records. To ensure the close monitoring of pupil attendance on a weekly basis and to produce reports as required.
- To manage and administer all paperwork relating to pupil exclusions and penalty notices in the agreed format and within the strict guidelines.
- To manage all pupil admission administration, including liaising with HCC and adhering to their current guidance, maintaining waiting lists, letters to parents, pupil transfers etc., including the annual Year R intake.
- To ensure the adherence to all Census data returns to HCC, within agreed timeframes
- To administer pupil medication as necessary
- To regularly monitor and maintain the First Aid Room, boxes and stock, ensuring there are sufficient supplies available and records are accurate
- To monitor the 'Lost Property', ensuring the return of named items to pupils and arranging a regular 'display' to parents for disposing of items.

Such other duties as may reasonably be allocated within the post