



## **Charles Kingsley's CE Primary School**

### **Administrative Assistant: Job description**

#### **Responsible to: School Business Manager**

This job description may be amended at any appropriate time, following consultation between the Headteacher and Administrative Assistant

#### **Core purpose of post**

To implement a comprehensive range of administrative systems and procedures to meet school requirements

#### **Accountabilities**

- 1) Customer Service:
  - a. Act as first point of contact for general parent, pupil, visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate person
  - b. Contribute to the smooth running of the school reception, postal, telephone and hospitality
- 2) Administrative/Finance Support
  - a. Apply a wide range of standard processes and procedures
  - b. Produce and process routine documentation and correspondence for the Headteacher and Governors
  - c. Input and extract staff/pupil information using manual and computer-based systems, including medical information (ARBOR Package)
  - d. Apply basic financial payment procedures to handle cash and record transactions (Scopay)
- 3) Teamwork
  - a. Work co-operatively with others towards shared goals
  - b. Support and contribute to the development of others within the team through sharing knowledge
  - c. Support and contribute to the core values of the school
- 4) Welfare
  - a. Undertake Welfare support to pupils including provision of first aid where appropriate
  - b. Administer medication in line with school policy as required

- 5) Statutory Initiatives
  - a. Awareness of Equality
  - b. Awareness of Health and Safety Issues
  - c. Awareness of Child Protection and Safeguarding
- 6) The key decision making areas in the role
  - a. Prioritisation of own workload
  - b. Customer complaints
- 7) The main contacts
  - a. Internal
    - i. Line Manager
    - ii. Pupils
    - iii. Staff
  - b. External
    - i. Parents
    - ii. PTA
    - iii. Local Authority
- 8) Working Conditions
  - a. Normal School Office Reception
  - b. Balancing various conflicting requirements of different stakeholders
- 9) Additional Information
  - a. Occasional verbal abuse from the public