



Administrative Assistant: Job Description

Duties and Responsibilities

Reception

- Welcome visitors to the school, check identities & sign in. Receive deliveries and respond to all telephone and text enquiries
- Sign in/out all late arriving or early leaving pupils
- Respond to initial enquiries from parents or other visitors
- Assist with pupils first aid/welfare duties, liaising with parents/staff etc
- Assisting with arrangements for visitors, e.g. school nurse, photographer etc.

Administration

- Undertake daily administration tasks to a high level of accuracy e.g. collating school meal numbers, pupil attendance
- Maintain manual and computerised records/management information systems e.g. registers, pupil files
- Provide routine clerical support to staff e.g. photocopying, filing, faxing, emailing
- As requested, undertake word processing or other IT based tasks
- Sort and distribute mail, plus taking mail to the post office
- Assist with sale and distribution of school uniform
- Distributing deliveries, e.g. school stock items, items for classrooms

Resources

- Operate office equipment e.g. photocopier, computer
- Check deliveries against orders and distribute/store securely
- Undertake routine financial administration e.g. collect and record dinner/trip money

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Participate fully in training and other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Maintain confidentiality and discretion
- Appreciate and support the role of other professionals visiting the school

Health and Safety

- Carry out basic First Aid, including supervising and providing care for pupils who are unwell at school, undertaking appropriate First Aid training
- Be aware of emergency procedures and comply with policies throughout the school

Additional duties

- Under the direction of the head teacher, or other designated line manager, carry out other reasonable tasks that are consistent with this post