

Administration Assistant Job Description

Hours: 27 hours, Monday ~ Friday

Duties

* First contact to answer phone
* Primary meet and greet for visitors and parents and performing necessary security procedures and making badges
* Deliver messages and lunch boxes/PE bags etc down to the classrooms
* Answer the gate phones and let visitors in through the electronic gates
* Primary contact for first aid for pupils and administration of medicines
* Keeping first aid resources stocked and up-to-date and re-ordering where necessary
* Responsibility for keeping diaries up to date specifically Google calendar
* To monitor and forward emails from the adminoffice@ email address on a daily basis
* To administer dinners and registers on a daily basis
* To send out texts, emails, letters and fliers to parents as required by staff including mail merge communications
* Maintain the contacts database online
* Primary SIMS operator to include:
* Data entry on pupil records for new pupils
* Maintain existing pupil records
* Print pupil data sheets and maintain pupil data file
* Create and export ctf files for leavers and import for new pupils – manage arrivals and leavers
* Export parent contact details to texting/emailing system
* Data entry for new staff
* Enter absences and run attendance reports
* Prepare and return termly censuses
* Undertake the end of year procedures and set up the new academic year
* To create and maintain the paper files for pupils and to file accordingly
* To send out, collect and collate paperwork for new pupils and file accordingly
* To maintain the parent contact details file including estranged parents
* To maintain the staff contacts list
* To maintain the governors contacts list
* To keep and maintain the volunteers contacts list
* To set up parents’ evenings on the system and manage the bookings.
* To help parents with free school meals enquiries
* To minute the school diary meeting on a Friday and distribute to staff members
* To prepare the monthly newsletter in conjunction with the Headteacher and distribute to relevant parties
* To design and print signs and posters as required
* To run the admin on trips:

1. Book coaches and trains
2. Set up the trip on TUCASI
3. Send out letters and set up online forms for consent

* To book supply cover for advance events eg courses
* To help with the preparation of the pupil annual reports to parents
* Any other tasks that may be required in the daily running of the school
* To send school reports to parents
* To assist with ordering resources