1. **Owslebury Primary School**
2. **Job Description**
3. **Role Title: Senior Administrative Assistant**
4. **Responsible to: Headteacher/ Senior Admin Officer**
5. **Purpose of the job**

* To work alongside the headteacher, admin team and all members of the school community to support the effective running of the school and school office.
* To ensure that the school is fully prepared to meet OFSTED criteria.
* To promote the child-centred aims and ethos of the school.
* Undertake relevant training to ensure compliance with corporate procedures.
* Maintain Attendance records and issue penalty notices as required.
* Maintain and coordinate school policies.
* Alongside the staff team, promote and market the school using social media platforms, advertising and use of the school website.
* Lead the medical support in school and be prepared to train in First Aid.
* Keep records and analyse information relating to Attendance

**Financial**

* Support the Admin Officer with the day to day operation of finance
* Have responsibility for a Purchasing Card.
* Use Tucasi SCOPAY system to take payments

**Medical**

* Undertake welfare support to pupils including provision of First Aid where appropriate
* Write and monitor Individual Healthcare Plans and register medicines kept in school
* Administering medicines where needed.
* Maintain records of medicines given
* Monitor and order as necessary First Aid resources

# Safeguarding

* Work with the Head Teacher to ensure the effective administration of procedures
* Efficient implementation of the Single Central Record
* Ensure the maintenance of pupil records within Arbor

# Corporate and statutory initiatives – Policies

* Under the direction of the Headteacher, draft and prepare revised policies for governor approval and upload to the website as needed.
* Monitor pupil attendance and issue of Penalty Notices as required. Keep accurate records of absence.

# Staff and site management

* To work in partnership with colleagues
* Manage any contractors and visitors to the school during the school day
* Provide a welcoming and efficient hospitality and reception service for a range of visitors to the school
* Ensure that effective safety measures are observed in Reception to enable high levels of on-site security

# Administration

* Support the administrative function including the administrative ICT facilities, school reception, photocopier, records and telephone
* Maintain Pupil Records, records of Attendance and payments on Arbor and SCOPAY
* Publish and send out weekly newsletters and school communications
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concerns to an appropriate person
* Maintain and control the school’s inventory and carry out termly stock take of First Aid supplies and stationery.
* Maintain the school website and school calendar
* Compile and send out a weekly newsletter for parents.

Undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher