



Job description: Assistant Administrator (Grade 4/5)

INTRODUCTION

Provide routine general clerical and administrative support to the school

MAIN DUTIES

Organisation

- Undertake reception duties, answering phone calls and emails, face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc
- Assisting with arrangements for visits by school nurse, photographer etc.
- Assist with site maintenance issues/requirements

Administration

- Undertake daily administration tasks to a high level of accuracy eg collating school meal numbers, pupil attendance
- Provide routine clerical support e.g., photocopying, filing, emailing, completing routine forms
- Maintain manual and computerised records/management information systems e.g Arbor, Parentpay, Smartlog, Parents Evening booking
- Undertake IT based tasks
- Sort and distribute mail
- Assist with orders and deliveries, distribution of deliveries
- Produce lists/reports as required eg pupil data
- Administration of new pupil admissions including welcome packs and new student forms
- Maintain and collate pupil records
- Book transport and assist in arrangements for school trips and events including setting up parental consent on Parentpay and communications to parents

Health and Safety

- Maintain first aid boxes, replenish supplies
- Liaise with parents regarding medication
- Assist with routine health and safety checks and procedures

Resources

- Operate office equipment e.g., photocopier, computer
- Checking/unpacking and distributing of stationery orders
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration

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 difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Maintain confidentiality and discretion

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager and carrying out specified duties in an emergency

Additional duties

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