



Scholes (Elmet) Primary
St James' CE Primary
Moortown Primary

Administrative Assistant

Job Description

Main Purpose of the role

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive
- To provide secretarial, clerical and administrative support to the Head of Federation, Heads of School, Senior Administrative Officers and other staff
- Contribute to the overall ethos/work/aims of the school and meeting the needs of the children
- Be aware of and support difference and ensure equal opportunities for all

Main Areas of Responsibility

1. Customer Focus

- a. 'Model' excellent professional relationships with children, parents and other professionals in the school
- b. Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age

2. Reception

- a. Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- b. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff

3. Communication

- a. Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately
- b. Maintain notice boards, sort and distribute mail

4. Administration

- a. Provide general confidential secretarial service to Head of Federation, Heads of School, Senior Administrative Officers and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required

5. Stock Control

- a. Checking goods, return unwanted items, arrange repair/servicing
- b. Raise orders where required ensuring that they are inputted on to the school's financial system

6. Publications

- a. Assist with paperless methods of communication by sending out emails and post the newsletter onto the website. Photocopy and send out letters.

7. Finance

- a. School Meals - collect, receipt, record and bank all income in relation to school meals account, including weekly and monthly reconciliation. Liaise with parents regarding advance payments and send reminders for arrears according to school policy. Order meals daily, organise packed lunch provision for educational visits.
- b. Use SIMS dinner money module to track payments.
- c. Review termly pupils' meal requirements and constantly review of entitlement of free meals, re-assessment and send reminders to parents.

8. Voluntary Contributions

- a. Collect, record, and bank pupil monies and voluntary contributions for educational visits, clubs, maintenance and any other monies collected for events held at school.

9. Data Management

- a. Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times

10. Attendance

- a. In conjunction with SLT, work with stakeholders in order to promote good attendance and to achieve attendance targets
- b. Follow school attendance procedures
- c. Produce attendance and dinner registers annually, include all details as required. Maintain and edit termly.
- d. Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the school business manager as appropriate
- e. Enter daily attendance on the SIMS database
- f. Produce attendance certificates upon request
- g. Attend meetings about attendance with the SLT
- h. Show new teaching staff how to fill in registers correctly

11. Information Communication Technology

- a. Maintain spreadsheets designed by senior administrative staff
- b. Maintain effective administration in the absence of senior administrative staff

12. Admissions/Pupil Data

- a. Process pupil admissions in accordance with admissions policy
- b. Maintain pupil database, amend/update records on the system, print reports such as attendance & dinner money

13. Safeguarding

- a. Comply with policies and procedures covering child protection, health, safety and security
- b. Contribute to safeguarding the welfare of children in the school
- c. Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
- d. Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges

14. School Nurse

- a. Provide pupil data, including admissions and leavers

15. Accountability, Performance and Line Management

- a. Regularly review own practice, set personal targets and take responsibility for own personal development
- b. Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- c. Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- d. Keep an up to date professional portfolio (CPD file)
- e. Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
- f. Model high professional standards and be a responsible and effective member of staff, attending regular meetings with Head of Federation, Heads of School, Senior Administrative Officers and other staff as appropriate
- g. Appreciate, respect and support the role of other professionals

16. Other

- a. Undertake such other duties as directed and required from time to time.

Signed

Date