

Job Description



Job Title:	Administration Assistant	Job Number:	021577
Location:	Longford Park Primary School	Salary:	Grade 3

Job Purpose

To work as part of a busy team under the supervision of the School Business Manager. To provide efficient and pro-active clerical and administrative support for the school. To be the first point of contact for callers and visitors to the school offering guidance and assistance both personally and by telephone.

Attendance and Managing Data

- Under the direction of the School Business Manager, ensure the effective and efficient operation of the school's Student Data. Overseeing input and outcome of attendance and pupil data
- Drive pupil attendance across the school by contacting parents when pupils are absent from school and reasons have not been provided (first day calling). Liaise with the Phase Leaders, Class Teachers/Teams
- Keep accurate records of all pupil sickness absence and absence requests using Bromcom
- Support with attendance reporting, and regularly meet with the Headteacher & local authority attendance officer to discuss pupil attendance and respond to meeting actions.
- Administer fines via the local authority for absence periods as required.
- Responsible for collection and input of information, particularly with regard to statutory information including parental permission slips for use of ICT/internet, and in relation to GDPR.
- Keep up to date with developments relating to new Bromcom modules and other packages and attend and recommended training as necessary
- Add/remove students from school roll; liaise with previous schools/information team to gain information to be put on to the management information system
- Collect common transfer files from the internet to download onto the school database.

Specific Responsibilities

- Manage the school office email inbox, responding to and forwarding emails in a timely manner
- Co-ordination of vaccination/health consent forms from Health Authority
- Daily manage school dinner numbers, and report information to school kitchen by 10:00am.
- Accept payment via various payment methods for school visits, after school clubs and other activities.

General Administration

- Act as a first point of contact for visitors to the Headteacher and provide an efficient, effective, helpful and friendly information service to them. providing a hospitality service as required
- Undertake word-processing, typing support, letters, statistical information and standard forms, particularly relating to confidential information such as exclusions
- Provide efficient telephone switchboard service in relation to first day calling, dealing with front line calls to the school and directing them as appropriate. Take messages and pass on information as necessary and work as part of a team
- Co-ordinate data sheets to parents so that computerised and manual records regarding student information can be updated
- Liaise with academic and support staff, LEA Officers, Local Authority staff and external organisations as appropriate

- Print new pupil starter packs and paperwork, and support new parents/carers when required.
- Ensure all pupil information is recorded on Bromcom, keeping records updated.
- Keep records updated for free school meals, and support parents/carers with applications when required.
- Create and run reports as required through Bromcom for Senior Leadership Team, teachers/teams.
- Prioritise workload effectively and meet deadlines appropriately
- Attend training sessions as and when required
- Provide administrative support to the Senior Leadership Team, teachers/teams.
- Establish and maintain administrative and clerical support procedures with the operation and effective use of information technology, ensuring efficient and effective use of office equipment and software packages
- To be responsible and accountable for carrying out the duties of the post with regard to the City Council's equal opportunities policy, and health and safety law, and to ensure that duties will include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998
- To undertake any other duties and responsibilities within the range of the salary grade and nature of the post

GDPR

- Maintain the confidentiality of all information and the security of office systems, records, files and equipment in line with GDPR.

Responsible to: School Business Manager / Head Teacher

The School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The School will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the School's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the School's Data Protection policy.

Date Reviewed: October 2023