



Job Title:	Administrative Assistant (NEW)	Job Number:	
Directorate:	People	Post Number:	1020593
Service:	Services for Schools	Grade:	3
Location:	Moseley Primary School		

Job Purpose:

- To be the first point of contact for callers and visitors to the school, offering professional guidance and assistance both personally and by telephone ensuring confidentiality is maintained at all times.
- To assist in the provision of efficient and effective administrative support to the school, and members of the Leadership Team under the direction of the Assistant School Business Manager and Headteacher.

Main Duties and Responsibilities:

1. In the role as main receptionist provide a welcoming and efficient reception service, receiving parents and other visitors, ensuring visitors sign in on arrival and all safeguarding checks are carried out in line with the school's policy and procedures.
2. Ensure the front reception area is a welcoming and tidy environment and process incoming and outgoing post, both internal and external.
3. Ensure school security and emergency arrangements are complied with
4. To provide an efficient and professional telephone service: filtering calls, taking and distributing messages, giving accurate information to enquirers, booking appointments/arranging meetings, maintaining diaries as directed, ensuring GDPR guidelines are adhered to.
5. Lead in sending school communication including but not; limited to, newsletter, curriculum information and parent information via the schools MIS system ensuring information is accurate and timely.

School Finance

6. To be responsible for reconciling online payments, and consent forms for various events, trips, activities including After school clubs, Dinner Money. Maintaining appropriate records in accordance with Coventry City Council finance and audit procedures and ensuring the accurate input of data onto the school's finance accounting system. Ensure all tuck money is reconciled and then secured in the school safe and maintaining a log of the safe contents. Managing debtors' procedures when necessary, liaising with SBM.

7. Ensure all end of year dinner accounts are settled and where needed liaise with the ASBM to issue refunds of credits on account.

9. To assist with the procedures for ordering goods and services, inputting purchase orders onto the school's financial accounting system and checking deliveries against order, ensuring prompt and safe storage and alerting relevant staff of arrival.

Whole School Administration

10. Administering of daily attendance ensure that clerical processes relating to pupil attendance and absence are undertaken. Check all incoming messages, emails and voicemails for absence reason and ensure records are maintained accurately on the MIS system (Bromcom).

11. Liaise with Pastoral Lead on repeated absence patterns and support the distribution of attendance letters and the booking of parent meetings.

12. To manage all school meal procedures using the School's MIS. Ensure all late children have either a booked lunch or a packed lunch recorded on the system. Producing of daily report notifying catering staff of the number of meals required. Update menu choices half termly to facilitate the pre-ordering of meals, supporting families with any online queries, and liaising with LA regarding free meals allocations.

13. Processing of all pupil admissions, ensuring the accurate input of pupil data onto the school's MIS. All communication with new families and the LA admissions service ensuring we have all information needed for pupils to start. Processing of pupil leavers producing CTF files to be uploaded to the DfE for the new schools. The preparation and collation of transfer information at the end of each academic year.

14. Process all pupil absence requests liaising with the Head Teacher then sending parents the final letter.

14. Support with hospitality and refreshments for visitors and ensure that meeting rooms are appropriately set up and serviced.

15. To assist the administration function including word processing, photocopying and collating of documents, memos, letters and communication of information e.g. distributing of Newsletters, reports to parents, text messages, e-mails etc. Working methodically by prioritising tasks to ensure that deadlines are met.

16. To undertake all aspects of the administration function providing general admin support to all school initiatives e.g. Parent's evenings.

17. Act as Personal Assistant to the Head Teacher & Deputy Head Teacher with all admin tasks, correspondence and diary bookings.

18. Monitor and update training log for all employees with training attended, upload certificates.

19. To comply with welfare policies, ensuring authorisation for school medicals has been received and that staff are aware of procedures for contacting parents in the event of illness or accident of a child. Follow medication in school policy when administering and storing medication.

20. To assist the ASBM in the administration of school trips and visits. Assist with the administration of afterschool activities, produce letters, update registers, send electronic notifications to parents and advise of any amendments/cancellations.

21.To liaise efficiently with other agencies e.g. LA, other educational establishments, support services, external agencies, suppliers, contractors to relay and request information as required

22.To ensure office equipment and computerised systems are in good order, reporting any concerns, and monitoring levels of stock such as stationery and office supplies, ensuring that orders are placed in good time to maintain the required levels.

23. To hold Paediatric first Aid to assist in the administration of medications and recording of accidents on the online system.

24. Attend relevant training courses to update knowledge and extend own understanding of particular areas.

25.To undertake any other duties and responsibilities within the range of the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible for:

Responsible to: Office Manager

Date Reviewed: May 2025

Updated: June 2025

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Service:	Services for Schools	Grade:	3
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Area	Description
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Knowledge:	• Office procedure, practices and equipment
	• Computer applications (SIMS) used in schools
	• Windows based software e.g. Wordprocessing, Excel, Outlook etc.

Skills and Abilities:	• Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure
	• Able to maintain and update manual and computerised records and filing systems relating to pupils, finance, dinner money and other school matters using appropriate software
	• Communicate effectively at all levels in a professional and polite way

Experience:	• Office admin background covering activities such as word processing, filing, maintenance of records, using telephones, dealing with people
	• Experience of financial administration, collection and reconciliation of cash
	• Experience of working as part of a team in an office setting (school experience is preferred)

Educational:	• Good Literacy and Numeracy skills to at least GCSE A-C grades
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Special Requirements:	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. <p><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></p>
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