

Job Description

Job Title: Admin Assistant

Job Number: A6302

Directorate: People

Post Number:

Service: Education

Grade: G4

Location: Mount Nod Primary School

Hours: 35 hours term-time

Job Purpose:

To provide administrative support to the school, Head Teacher and Senior Leadership Team. To work closely with other members of the office administration team, prioritising workloads and ensuring deadlines are achieved.

Description of duties and responsibilities:

- Provide an administrative support service to the school, Head Teacher and Senior Leadership Team as required. Make appointments and filter telephone calls on their behalf. Deal with confidential enquiries and correspondence.
- Act as first line of contact; Receive enquiries via telephone and reception from parents and other visitors. Maintain diary for Headteacher.
- Monitor and respond to the school admin email account. Working closely with members of the school office ensuring efficient and effective sharing of information.
- Ensure the school meal procedures are undertaken efficiently, the maintenance of registers, the collection and reconciliation of cash and its security until collection, the co-ordination of meal numbers and free school meal allocation.
- Provide assistance on recruitment and Personnel matters. i.e. advertising vacancies, issuing application forms, arranging interviews and dealing with references. Completion of returns for staff sickness and absence. Monitor staff absence and inform Headteacher of absence triggers.
- Check and input timesheets and staff deductions onto My Employment Software.
- Ensure the DBS checks are completed and documented in line with DfE guidelines in respect of staff and volunteers. Ensure maintenance of staff records including contract information in SIMS
- Ensure the Single Central Record is kept updated and available for inspection by Governors and any outside agencies when necessary.
- Maintain and review the school's Health & Safety policies and procedures including risk assessments. Co-ordinate with the school's Health & Safety advisor. Maintain and review COSHH register.
- To work with the SBM to implement office and whole school procedures to ensure that General Data Protection Regulations (GDPR) are adhered to.

Maintain and update GDPR policies and procedures working with the LA's Data Protection Officer (DPO).

- Complete the school and workforce census at the designated times of the year.
- Manage the day to day arrangements for school services, including catering and building cleaning.
- Manage Early Years milk and Free Fruit Scheme, including all returns and distribution.
- Be responsible for maintaining and updating manual/computerised records and filing systems. Production of statistics, completion of returns and provision of information for the Headteacher, senior leaders and Governors in relation to:-
 - Pupils admissions and leavers
 - Attendance achievement
 - Free School Meals
 - Dinner Money
 - Pupil Premium
 - Nursery applications
 - 30 hour childcare eligibility code checks via Early Year Portal
 - SEN
 - School demographics
- Ensure that pupil records are maintained in SIMS and that clerical processes related to pupil admissions and leavers are undertaken. Ensure records are received and passed on to receiving schools within deadlines and in accordance with GDPR requirements.
- Ensure office equipment and computerised systems are in good order and liaise with outside agencies regarding any necessary repairs and replacement. Coordinate with SIMS Support staff as necessary.
- Contact parents in the event of a child's illness or accident and act as carer for sick children until appropriate qualified assistance is available and/or until a parent guardian arrives.
- Process Common Transfer files (send and receive accordingly) using Datalocker, S2S and Collect.
- Ensure that clerical processes related to pupil attendance and absence are undertaken and records maintained accurately in the SIMS attendance module.
- Monitor attendance and punctuality on a daily basis and liaise with Learning Mentor. Preparing letters to parents regarding holiday requests and term-time absence including penalty notices.
- Any other task reasonably requested by the Headteacher/Business Manager linked to the smooth running of the school administrative and communications systems and within the range of the salary grade.
- Deputise/Manage the admin team in the absence of the Business Manager.
- Undertake training as necessary and in line with the requirements of the job.
- Liaise with school nursing team to arrange and provide reports for orthotic checks and flu vaccinations.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via the Criminal Records Bureau.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may that suggest that a child or vulnerable adult may be being abused or neglected immediately.

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

Post holder will process and deal with data in accordance with General Data Protection Regulations.

Responsible for: designated staff in area of responsibility

Responsible to: School Business Manager

Reviewed:

Hours and pattern of work as follows:

Term time only 38 weeks

Monday, Tuesday, Wednesday, Thursday and Friday unpaid break)	9.00am to 4.30pm (30 minutes
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