



Job Description

Administrative Assistant 2024

Salary and Grade: £23,114-£24,294 (pro-rata) – Grade 3
Responsible to: The Headteacher and Governing Body

Administrative Assistant

Job Purpose

To provide efficient and effective administrative support within the school, including office cover, attendance and assisting staff and children.

General Duties and Responsibilities

- Carry out administrative duties to support the administration processes appropriate to the post and to support the wider school when required.
- Reviewing administrative procedures and processes, changing where appropriate to improve efficiency.
- Use of a computer, to include data input, word processing and the use of software such as SIMS, StudyBugs (attendance), Microsoft Office and the google drive.
- Maintain accurate records, both paper-based and online.
- Maintain the confidentiality of information and the security of office systems, records, paper files and equipment.
- Cover the front office, taking both telephone and face to face enquiries and recording messages.
- Managing visitors; ensuring they are signed in/out, have a badge and have been given the school's visitor safeguarding information booklet and provide hospitality where appropriate.
- Deal with telephone enquiries, filtering messages/queries and distributing these to the relevant staff.
- Responding to emails and ensure enquiries are dealt with in an appropriate and confidential manner.
- Receive and accept mail and deliveries and assist with checking and distributing to relevant staff members.
- Managing the school attendance via StudyBugs.
- Ensure the school attendance data is accurate, produce reports for the Headteacher when required and liaise with relevant staff regarding attendance matters on a regular basis.
- Manual updating of attendance data, including the processing of: Late students, Students leaving school for appointments, Holidays or other absences.
- Contact parents/guardians on the first day of absence from school to ascertain reason for absence & chase unexplained absences when reason not provided by parents/carers.

- To work closely with the Senior Leadership Team regarding any other administration tasks in relation to attendance e.g. sending letters, identifying persistent absentees, data tracking etc.
- Ensure timely admission of new students, liaising with the Local Authority, families, translators, any other external agencies and staff as appropriate.
- Process admissions paperwork, including data input on to SIMS and taking copies of birth/baptism certificates.
- Ensuring placed on roll and taken off roll in accordance with current safeguarding practice.
- Act as first point of contact for prospective applicants and their parents and teachers. Providing information and guidance on all matters relating to admissions.
- Assist the School Business Manager in processing applications for admission to the school and with appeals.
- Download school dinner pre-orders from the School Food United system and pass these to the relevant classrooms.
- Act as a first point of contact for the Kitchen Manager to ensure dinner numbers are correct and resolve any queries relating to orders/allergies.
- Manage external minibus bookings.
- Maintaining first aid records and medicine administration as per the schools policy.
- Support with the completion and submission of the school census.
- Assist with school open days, parents evenings and other school events where appropriate.
- To be a point of contact for pupils for enquiries, concerns, first aid and requests for pastoral support.
- Contact parents/carers on behalf of staff when pupils are unwell or to pass on/request important information.
- Responsibility for ordering the school's milk.
- Update SIMS with the details of those children entitled to free school meals.
- Ensure Early Years funding forms are completed and signed by parents termly.
- Update data on the Early Years Portal to ensure the school receives the correct funding.
- Assist the School Business Manager in preparing the weekly newsletter.
- Any other duties within the scope and spirit of the job purpose, the title of the post, and its grading.

Agreed by:

Signed: (Administrative Assistant)

Date:

Signed:..... (Headteacher)

Date: