



Lillington Nursery and Primary School

Administration Assistant Job Description and Roles and Responsibilities

Responsible to: Head Teacher and Operation Manager

Purpose of Job: To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference.

- To provide general administrative support to the School under the instruction of Senior Staff and to assist in the efficient running of the School Office.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.
- To be aware of and support differences and to ensure equal opportunities for all.

Duties and Responsibilities

Welfare

- To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils.

Reception

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e signing in, issuing of identification badges.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.

- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Clerical

- Make up, maintain and distribute dinner registers.
- To undertake clerical duties arising from school meals provision.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- Maintain the staff fob system.
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To provide general clerical support as required including for the Head teacher
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- To undertake word processing as required.
- Updating and using ParentMail as necessary.

Finance

- To be responsible for the collection of dinner/trip etc monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- To collect, record and issue receipts for School Fund monies as required, including school uniform, trips, swimming etc
- To order and maintain school uniform stocks, liaising and selling to parents as necessary.
- To Ensure the funding for Nursery is inputted correctly using Synergy and to liaise with the finance team on funding

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Signed _____

Date _____