



Job Title:	Administrative Assistant	Job Number:
Directorate:	People	Post Number:
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. Provide hospitality and refreshments to visitors and ensure that meeting rooms are appropriately set up and serviced.
4. Ensure school security and emergency arrangements are complied with
5. 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.

School Finance

6. To manage all school meal procedures using the School's MIS and online payments systems e.g. updating menu information to facilitate the pre-ordering of meals, supporting families with any online queries, notifying catering of the number of meals required and liaising with LA regarding free meals allocations.

7. To be responsible for collecting, recording any receipts of cash and reconciling online payments, and consent forms for various events, trips, activities including After school clubs, Dinner Money, EDGE CLUB (before and after school provision) and DYNAMOS/NURSERY (Early years provision). 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. Ensuring all monies are secured in the school safe and maintaining a log of the safe contents. Managing debtors procedures when necessary.

8. To assist with the procedures for ordering goods and services, inputting data onto the school's financial accounting system when required and checking deliveries, ensuring prompt and safe storage and alerting relevant staff of arrival.

Whole School Administration

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

10. To undertake all aspects of the administration function providing general admin support to all school initiatives e.g. Parent's evenings. Assist with maintenance of pupil admissions. ensuring the accurate input of pupil data onto the school's MIS, the preparation and collation of transfer information at the end of each year

11. In the absence of the Attendance Administrator ensure that clerical processes relating to pupil attendance and absence are undertaken and records maintained accurately on the Attendance MIS.

12. 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.

13. Assist with the administration of afterschool activities, produce letters, update registers, send electronic notifications to parents and advise of any amendments/cancellations.

14. 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

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

16. To hold First Aid in the Workplace.

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

18. 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: Headteacher & School Business Manager

Date Reviewed: Nov 2013

Updated: Jan 2023

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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:	• NVQ L3 Business & Administration
	• 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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