

School Administrative Assistant Job Description

Job Title:	School Administrative Assistant
Grade:	
Hours:	Term time only
Department:	John Perry Primary school
Location:	
Line Manager:	School Business Manager
Staff Managed:	N/A

Purpose of the Job:

- To provide general administrative and secretarial assistance to the Headteacher and the school as directed by Office Manager and School Business Manager.
- To be responsible for recording, monitoring and, working with the Headteacher, improving pupil attendance and punctuality.

Responsibilities:

1. Clerical Responsibilities:

Administration

- To be the first point of contact for visitors to the school.
- To assist with incoming and outgoing mail, and to be responsible for the distribution of same to staff, parents and outside agencies.
- To deal with routine enquiries either in person or on the telephone from parents and visitors in a friendly and professional manner.
- To deal with telephone enquires / complaints, attempting to resolve minor matters, ensuring that complaints are dealt with tactfully and ensuring that more serious matters are referred to the appropriate member of staff.
- Assist parents with Free School Meal Applications.
- Support with registration and inform kitchen of dinner numbers.
- To cover the office duties in the absence of other members of the Office staff team within the level and scope of the grade of this post.
- To duplicate, file and retrieve documents as required, including confidential information.
- To help with School Admissions, interviewing and recording new children. Informing the appropriate staff of any needs of the child.
- To liaise with the other administrative staff to ensure letters and documentation are produced and distributed within agreed time scales.
- To maintain school diary.
- To prepare refreshments for visitors.
- To provide general assistance to staff and pupils.
- To provide secretarial support for the Headteacher and other senior members of staff including typing and word processing of correspondence, reports and policy documents.
- To use translation skills where appropriate.

Public Liaison

- To receive telephone calls, take and relay messages, and to respond to telephone queries.
- To be a point of contact for callers to the school (e.g. parents, professional visitors etc.), to deal with queries as far as is possible and refer to the relevant people when necessary.
- To liaise with a variety of external agencies, as appropriate, e.g. LA, Borough Departments, local police, etc.

Resources

- To ensure value for money when placing orders for supplies and repairs.
- To liaise with other administrative staff to ensure accurate stock and inventory control.

2. Attendance and Punctuality

- To maintain a computerised database of information on pupils, recording pupil absences and maintaining attendance records.
- To provide statistical information from the computer database as required particularly in regard to attendance.
- In conjunction with other administrative staff prepare, maintain and analyse pupil admissions and attendance records.
- To be responsible for telephoning parents of absent pupils on a daily basis ("Home Call" programme).
- To record details of children who arrive late.
- To write reports on attendance for the Head Teacher as requested.

3. Welfare Responsibilities:

- To administer first aid and attend to sick children, to include the daily supervision of pupils taking necessary preventative medication (Asthma, Hay Fever and related difficulties)
- To care for children taken ill during sessions, and to accompany them to their home (by foot) or to hospital (in an ambulance) when circumstances dictate.
- To inform parents when children are sick or have had an accident.
- To maintain records of medication (Asthma/Epi-Pens)
- Responsible for the completion of pupil Accident Reports.

4. Information Technology:

- Ensure compliance with the Data Protection Act.
- Be conversant with and use Information Technology facilities available within the department.
- Utilise information technology equipment in connection with the duties of the post.

5. General Duties:

- To ensure compliance with appropriate Government legislation, Council, School and departmental Policies and Standing orders.
- 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.
- The Governing Body 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 above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post-holder.

School Administrative Assistant **Date:**

Headteacher: **Date:**