



School Administrative Assistant Job Description

DUTIES AND RESPONSIBILITIES The following provides a main overview of the duties and responsibilities for the post holder to different teams and individuals, but is not exhaustive and can also fluctuate at different points in the academic year's cycle:

Conduct

- To be aware of, and promote, the School's policies on Equal Opportunities and to adhere to the school's own policies on equality, diversity and behaviour
- Good attendance, punctuality and prompt time-keeping during the school day are necessary to be effective in this post
- Smart, professional appearance and professional manner is expected
- Maintain confidentiality at all times and respect the privacy of children, parents, staff and other visitors
- Be aware of health, safety and security issues and report anything of concern to the Facilities Manager, School Business Manager or Headteacher
- Be expected to participate in training and professional development as required, sharing your own expertise and skills with others

Job Purpose

- To provide a confidential service to the Headteacher, Assistant Headteachers and School Business Manager
- To provide administrative, financial and public relations services to the school
- To provide a high quality reception service for all telephone enquiries and personal visitors to the school
- To be a strong team player in support of the school's objectives

Description of Duties

1. General Administration and Reception Management

- To produce correspondence and IT tasks, both independently and as instructed by the Headteacher or School Business Manager
- To maintain a high quality reception area, greeting visitors, complying with procedures for security checks, escorting visitors and dealing with all enquiries. Receiving telephone calls, fielding calls, transferring and taking messages as appropriate
- Produce letters and other documents both independently and as instructed by the Head Teacher or School Business Manager
- To maintain student files and to create student lists for classes
- To update GDPR spreadsheet using the online form
- To liaise with the music teacher/Headteacher/RE coordinator in preparation for all church services presentations

- Assist the School Business Manager with placing orders for resources, raising purchase orders on SIMS FMS, whilst ensuring value for money is achieved and procurement procedures are adhered to
- To be the point of contact for the photocopiers, ensuring sufficient supplies are stocked
- Ensure sufficient stock of admin and academic supplies are in place, whilst working within the agreed budget
- To regularly check the school generic email inbox and respond/forward emails as required
- To regularly check the school voicemail system for pupil absences and update SIMS, ensuring appropriate absent code is used
- To undertake filing relating to pupils ensuring confidentiality at all times
- To liaise with the Assistant Headteacher/SENCO to update the key documents and policies on the staffroom noticeboard and policy folder
- To organise, manage and distribute pupil photographs, ensuring a smooth running on the day
- To work with parents and carers to encourage use of the Parentmail in order to minimise cash in school and facilitate easier communications
- Cover reception duties during lunchtimes, liaising with all school visitors in a professional and courteous manner
- Assist with planning, development, design and management of support systems, procedures and policies
- Manage complex administrative procedures

2. SIMS Management

- To add new students, remove leavers, create common transfer files (CTFs) and transfer files through the S2S system while carrying out relevant paperwork
- To ensure all leavers files and any SEN/Safeguarding files are prepared by the DSL and forwarded to the relevant secondary school
- To update pupil records on SIMS ensuring UPN number, addresses, contact details and medical information is accurate
- To ensure parent and secondary contact details are correct at all times
- When needed, to check and monitor registers, updating SIMS to record late arrivals and reasons for absence
- When needed, to call parents/carers of absent pupils and update SIMS, advising parents of attendance and punctuality expectations
- To use Parentmail to communicate with parents as required

3. Attendance

- To assist the School Business Manager in areas of attendance that may be required
- To alert the School Business Manager or Assistant Headteacher/SENCO to concerns about absent or persistently late pupils
- To distribute a termly attendance report to parents

4. Dinner Money

- To record dinner money payments on SIMS
- To ensure all payments are up to date
- To provide the kitchen with half termly meal numbers

5. Admissions

- To assist with the admission in collaboration with the School Business Manager
- To assist the School Business Manager with administration of admission of new pupils, ensuring all paperwork and legal documentation is in place

6. Parent's Evening

To organise and manage the administration of parent's evenings for the main school and nursery

7. School and Residential Trips

- To manage school trips and ensure letters are sent with full details of trips and payments
- To update outside agencies with the trips calendar
- To upload the Evolve risk assessments for all residential trips, using the residential checklist provided

8. Welfare Needs

- To update dietary and medical needs on SIMS
- To update dietary and medical needs circulars half termly or when the need arises and update in the relevant places
- To prepare and distribute food allergy lanyards annually or when the need arises for pupils
- Ensure meal patterns are checked half termly with each class
- To order medical supplies for first aid boxes throughout the school
- To ensure SIMS has all relevant medical information about pupils and to ensure teachers and lunchtime staff are aware of any change

9. Website

- To update and maintain the school website when the need arises. Liaising with staff where necessary
- To ensure that information in the school's publications and policies are kept up to date
- To regularly update the dates for diary are on the school's website calendar