



# ST ANDREW'S CE (VA) JUNIOR SCHOOL



## JOB DESCRIPTION

<b>POST TITLE</b>	<b>Administrative Assistant</b>
<b>Grade</b>	<b>Scale 3-4</b>
<b>Responsible to</b>	Executive School Business Manager
<b>Supervisory responsibility</b>	N/A

<b>PURPOSE OF THE JOB</b>	To provide an efficient and effective administration service for the school.
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## MAIN DUTIES AND RESPONSIBILITIES

In relation to the administration of the school you are required to:

- Implement information management systems within the school office, updating and maintaining pupil records
- Maintain and update information relating to pupils' medical needs and health records
- Provide word processing skills and proof reading skills with regard to school policies, Schemes of Work, letters, reports etc.
- Compile and edit the school newsletter
- Maintain efficient manual and electronic filing systems and diary system
- Maintain files and internal records e.g. class lists, emergency contact data, admission register, new entrants, waiting lists, educational visits etc.
- Make travel arrangements and bookings for educational visits
- Ensure that safeguarding and health and safety procedures are followed when admitting visitors to the school
- Assist the Senior Leadership Team with administration tasks
- Assist with updating of the school website
- Assist the SENDCO with administration and record keeping
- Provide registers for after school clubs and ensure all pupils have been collected by an appropriate adult at the end of each session
- Provide registers for Breakfast Club and Kids Club and assist with the purchase of supplies
- Process absence requests and provide the Senior Leadership Team with information relating to pupil attendance
- Monitor pupil attendance and implement agreed attendance monitoring procedures to follow up on low attendance and improve attendance statistics
- Register pupils arriving late at school and chase up absences, ensuring that appropriate safeguarding procedures are followed.

In relation to the financial management of the school, you are required to:

- Understand and apply the financial procedures within the school office including the collection and recording of school dinner monies, Breakfast Club, Kids Club and activity club monies and School Fund accounts
- Collect, record and prepare school monies for banking and complete any forms necessary for recording and monitoring purposes
- Ensure dinner registers are consistent with meal numbers
- Assist with processing of purchase orders and invoices on the FMS system
- Maintain the school fund account including payment of invoices, cash receipts, reconciling monthly bank statements and producing end of year accounts for audit purposes
- Ensure financial procedures are followed at all times.

In relation to your general duties you are required to:

- Offer a warm welcome at all times to parents and visitors to the school
- Be able to deal with enquiries and telephone calls in a pleasant and encouraging manner
- Demonstrate excellent interpersonal skills and the ability to work as a member of a team
- Liaise with St. Andrew's Infant School and external agencies e.g. EWO, Social Services, School Nurse etc, ensuring cooperation between each service and the school
- Liaise with third party providers e.g. theatre companies, sports providers etc.
- Prioritise your workload to ensure the smooth running of the school
- Assist with pupil first aid and welfare duties, looking after sick pupils and liaising with parents and staff as necessary
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Undertake appropriate training to keep up to date with change
- Undertake any other duties appropriate to the grade of the post as required by the School Business Manager or Headteacher.