

ST ANDREW'S CE (VA) JUNIOR AND INFANT SCHOOLS

JOB DESCRIPTION

POST: Administrative Assistant

GRADE: Scale 2 1B

PRIME OBJECTIVES OF THE POST

To carry out reception duties and provide flexible administrative support throughout the school as required.

RESPONSIBLE TO:

School Business Manager

MAIN DUTIES AND RESPONSIBILITIES

1. To carry out reception duties, receiving visitors to the school and to be the first point of contact for enquiries from pupils, parents, staff and visitors.
2. To answer the telephone, redirecting calls and taking messages as necessary and acting on the information received.
3. To undertake general secretarial work including typing, filing and photocopying to support the education work of the school.
4. To update and maintain accurate pupil records using SIMS management information system.
5. Monitoring payment of school dinner money and following up non payments for dinners, Breakfast Club and Kids Club.
6. Maintain and update internal records; class lists, emergency contact data, medical and other pupil data.
7. Making calls as required to parents and external contacts.
8. At all times display a professional approach in relationships with other staff, pupils and parents and recognise the confidentiality of issues relating to pupils and the school.
9. To attend staff training and meetings when required to do so.

KNOWLEDGE

The postholder will be required to work on Microsoft Office applications, Word, and Excel on a daily basis. They will be expected to be proficient in the use of both programmes.

SKILLS

The postholder will be expected to work on their own, using their initiative and organisational skills to meet deadlines. It is also important that the postholder has the ability to work as part of a team.

The post involves communication with a wide range of people, e.g., other members of staff, parents, carers, children, governors and outside agencies. Therefore, the postholder must have strong communication skills (oral and written).

INITIATIVE

The postholder will be expected to use their initiative when responding to the children's and parent's needs. You will be required to make decisions for your own area of responsibility and additional support will be available from the School Business Manager.

DEMANDS

The school office and be extremely busy. There will be a range of demands on the postholder; therefore, it will be necessary to remain calm and focussed, ensuring that the correct level of service is provided at all times.