

Job Description			
Job Title:	Admin Assistant (Primary)	Job Category:	Support
		Grade:	BEX05
Responsible to:	Secretary	Responsible for:	N/A
Functional Links with:	Parents, Governors, Trust Staff, Pupils, NHS Professionals, Contractors, Local Authority Staff		
Main Purpose of the Job:			
• Promote a positive, professional and business-like environment, through presentation, organisation and communication with all members of the school community, visitors and outside agencies. • Support the Leadership and Management of the school in ensuring outstanding outcomes for pupils, through providing efficient and timely administrative support. • Provide administrative support in all areas including Pupil Attendance and Welfare, Finance, Human Resources • All matters of office administration, including operation of SIMS, Microsoft Office applications, effective use of communications via, telephone, email and postal services.			
Major Duties & Responsibilities:			
1. Provide a reception service to answer telephone, routine enquiries and receive visitors. 2. Handle and account for cash income and assist the Primary Finance Manager in matters relating to banking, accounting and cash in connection with petty cash and school funds. Carry out finance tasks to support the Primary Finance Team. 3. Administer pupil catering and recording procedures including SIMS, passing on and obtaining information to/from other agencies. Deal with and account for dinner money, milk and free school meals administration. 4. Complete admission registers, maintain pupil records and prepare pupil lists. Monitor pupil attendance, record and follow up unreported absences, including 'first day calling' follow guidelines and make judgements on responses to various absence situations and report to the Principal. 5. Liaise with parents, teachers, educational psychologists, educational welfare officers, health service staff etc. in the administrative & welfare aspects of their work. 6. Hold pupil medicines, asthma pumps etc. Care for children, who are unwell, or injured, liaise with parents and teachers, help deal with their personal cleanliness, act as a Qualified First Aider. Prepare lists and inform parents of pupils to be seen by visiting NHS staff. 7. Maintain HR records using SIMS. Follow Trust processes in recording and reporting absences, claims for payment and reimbursements. Process all paperwork in relation to new starters, leavers and variations to contracts. Process and monitor DBS checks. Assist with the administration in relation to all HR matters. 8. Operate reprographic equipment			

9. Organise school photographs
10. Undertake any other reasonable, similar duties commensurate with the level of this post as required by the Principal.

Job Activities:

1. Responsible for the administrative functions in all aspects of the school office.
2. Operates modern office equipment for the purpose of providing efficient and effective administrative support.
3. Handles and accounts for cash
4. Works in close contact with staff in dealing with pupil welfare and providing administrative support
5. Frequent daily contact with pupils dealing with administrative matters and medicines etc.
6. Hold and distribute medication to pupils considered competent to self-administer

Resources:

- Office Equipment

Last Updated By:	HR	Date:	November 21
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Person Specification		Essential / Desirable
Qualifications		
Good standard of literacy and numeracy		E
Experience		
Experience of using all Microsoft Office applications confidently		E
Experience of working in an office environment		E
Experience of working in a school office		D
Experience of managing a team		D
Knowledge & Understanding		
Excellent organisational skills – ability to organise one's own work and that of the office team so that deadlines are met		E
Practical understanding of school office practice and procedures		E
Knowledge of SIMS		E
Qualified First Aider		D
Personal Qualities		
Commitment to high quality service delivery		E
Able to maintain confidentiality in all circumstances		E
Proactive approach to work being responsive, empathetic and supportive to all within the school		E
Flexible to enable a responsive service at all times		E
Hard working and enthusiastic presenting a professional manner at all times		E
Possess a sense of humour and the ability to be able to multi-task work with energy and enthusiasm		E
Last Updated By:	HR	Date: May 2020