

Job Description



Post Title:	Administrative Assistant (Primary)	Post No:	JD37
Department:	Education	Grade:	BEX05
Responsible to:	Head Teacher		
Responsible for:	No Supervisory responsibility		
Functional links with:	Pupils, parents, teaching staff, Ed. Psychologists, EWOs, other LA and NHS staff		

Main purpose of the job:

- To provide administrative support to the head teacher

Major Duties and Responsibilities:

- Answer telephone, routine enquiries and receive visitors
- Collect, account for and bank cash for various purposes
- Administer pupil catering and recording procedures using MIS (Arbor) , passing on and obtaining information to/from other agencies
- Liaise with parents, teachers, educational psychologists, educational welfare officers, health service staff etc. in the administrative & welfare aspects of their work
- Hold pupil medicines, asthma pumps etc.
- Operate reprographic equipment

Resources:

- Small amounts of cash

Job Activities:

- Operates modern office equipment including PC, reprographics, switchboard etc.
- Handles and accounts for cash
- Uses Arbor MIS after training
- Works in close contact with teaching staff in dealing with pupil welfare and providing administrative support
- Frequent daily contact with pupils dealing with administrative matters and medicines etc.
- Hold and distribute medication to pupils considered competent to self-administer

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Signed by:	Post holder:	Date:
	Line Manager:	
	Job Assessor: <i>(if required)</i>	