

Admin Assistant Job Description

Job Title	Admin Assistant
Responsible to:	Executive Head Teacher, Head of School, Office Manager
Responsible for:	No Supervisory responsibility
Functional links with:	Pupils, parents, teaching staff, Education Welfare Officer, other Local Authority and NHS staff
Main purpose of the role: <ul style="list-style-type: none">• To provide administrative support to the Head of School	
Main Duties and Responsibilities: <ul style="list-style-type: none">• Answer telephone, routine enquiries and receive visitors• Collect, account for and bank cash for various purposes• Process orders and key invoices for payment• Organise School Trips, booking public transport/coaches• Administer pupil catering and recording procedures including the School Management System, 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 and welfare aspects of their work• Hold pupil medicines, asthma pumps etc.• Operate reprographic equipment	
Resources: <ul style="list-style-type: none">• Small amounts of cash	
Job Activities: <ul style="list-style-type: none">• Operates modern office equipment including computer, reprographics, switchboard systems and programmes including School Information Systems (e.g., SIMS, Arbor, or Bromcom)• Handles and accounts for cash• 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

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.