



Job Description for Administrative Assistant

Duties and Responsibilities:

Reception Desk

- To answer the telephone, receive visitors and answer routine enquiries from parents
- To provide visitor hospitality as required
- To maintain a welcoming reception area
- To contribute to the smooth running of the school's reception, postal, telephone, stationery and hospitality facilities

General Administration

- Use of parent text and email system
- To draft and word-process correspondence and memoranda
- To operate the reprographic equipment
- Day to day administration of admissions/leavers to school
- DBS administration and to maintain the school's Single Central Record for staff, governors and volunteers
- Organise school trips
- To assist in maintaining the school's website
- Filing/shredding as required
- Administration Support to Business Manager

Pupil Records

- To maintain SIMS database as necessary
- To maintain attendance and dinner registers via SIMS and Scopay as necessary
- To maintain internal paper records of pupils as required
- To organise transfer of records as required

Finance

- To collect and record monies and prepare for banking using the Scopay software
- To check off deliveries on arrival and distribute as required

Welfare

- To undertake the duties of a first aider
- To liaise with the class teacher and parents when a child is unwell
- To help children with personal cleanliness and clear messes if necessary
- To administer prescribed medicines
- Be aware of health and safety regulations
- To maintain the school's first aid supplies and records

In addition, to carry out any other duties as may be reasonably requested. This job description may be reviewed at the end of the academic year, or earlier as necessary. In addition, it may be amended at any time after due consultation.

September 2022