**Cheadle Heath Primary School**

**Administration Assistant Job Description**

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| **JOB TITLE Administration Assistant**  |
| **GRADE 3** |

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| **JOB PURPOSE*** To provide an efficient and effective financial, administrative and clerical support service for the Headteacher and staff of the school. To have responsibility for the school's systems and procedures.
* To work with the Headteacher, SENCO, Teachers and SBM to support the welfare and attendance of pupils, and to address the needs of pupils to overcome barriers to learning to raise their aspirations and achieve their full potential.
* To provide a comprehensive administrative support function to the school.
* To be the point of contact for SIMS related issues. Ensuring SIMS is used to its full potential (training will be given), informing school development and providing class teachers with an extensive range of information.
* To work collaboratively with all staff and parents in order to support pupil wellbeing.
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| **MAIN DUTIES & RESPONSIBILITIES**1. Administration Responsibilities
2. Attendance
3. New intake
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| **KEY TASKS****Key Responsibilities** * Provide clerical and administrative support to the Headteacher and Deputy Headteacher.
* General administrative duties; producing letters, reports, writing newsletters, scanning, filing, inbox management, working with various spread sheets/documents/post duties/project management and diary management.
* Undertake reception duties - handling face to face and telephone enquiries from parents, pupils and external agencies.
* Day to day management and reporting of the SIMS database.
* To assist in the co-ordination of school trips and events as requested.
* Liaising with outside agencies as necessary to assist HT, DHT and SBM.
* Monitoring attendance and working with families to improve attendance
* Assisting teaching staff with data entry and reporting on SIMS

**Administration Responsibilities*** To ensure the school office runs in an efficient manner. This will include the allocation of work and checking of quality and quantity of other members of staff within the office where appropriate.
* To act as a point of contact for visitors/telephone enquiries, providing general advice, information, and assistance where possible and redirecting as required.
* To provide administrative and clerical support to the Headteacher and school staff including the maintenance of both manual and computerised records, origination of letters, photocopying and telephone duties.
* To provide clerical support to the Deputy Headteacher/SENCO and liaising with outside agencies.
* To assist in the enrolment procedure, to maintain pupil and staff databases together with the maintenance and generation of class and dinner registers as necessary, ensuring that all records are up to date.
* To assist in the writing of the school newsletter and keeping the school website up to date.
* To work alongside the School Business Manager and provide support when required.
* To provide management information as requested e.g. SLT, Governors meetings.

**Attendance*** To work closely with the Attendance Officer and ensure all registers are completed and no missing marks or unexplained absences remain.
* To work closely with the HT / AO / EWO to reduce the number of Persistent Absentees across the school so that it is below national average.
* To publish attendance data across the school including reports and graphs.
* To monitor patterns of attendance and punctuality and interpret information relating to attendance patterns and identify areas of concern by identify students at risk of poor attendance and refer on to key personnel.
* To be aware of pupils on the Child Protection register to monitor their attendance and implement and record appropriate interventions to improve outcomes.
* In collaboration with the Headteacher, implement proactive interventions to address pupils at risk of falling into persistent absences.

**New Intake*** Production of information on spreadsheet for staff in charge of new intake.
* Allocation of registration groups and production of excel spreadsheets for new intake.
* Download CTF files from primary schools through S2S.
* Data check of information from previous schools using Registration forms and update information in sims.net.
* Finalising new intake and admitting students.
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| **STANDARD DUTIES*** Recognise one’s own strengths and areas of expertise and use these to advise and support others.
* Attend and participate in meetings within the school as required.
* Contribute to the overall work and ethos of the school.
* Appreciate and support the role of other people in the team.
* Take an active role in the care and guidance of pupils.
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| **CONTACTS**Pupils, staff, parents, external agencies and visitors. |

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| **RELATIONSHIP TO OTHER POSTS** Responsible to: Headteacher  |