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**Admin Assistant – Job Description**

This job description is neither exclusive nor exhaustive but an overview of the key duties and responsibilities. The post holder may be required by the Head of School /Office Manager to carry out appropriate duties within the context of the job, skills and grade.

**Overall Responsibility**

* To assist in the effective and efficient running of the School office.
* To act as a first point of contact with the School for parents and others.

**Administration**

* Undertake receptionist duties – acting as first point of contact with the School, responding to enquiries and passing appropriate messages/information to staff.
* Keep office organised and tidy and paperwork and data filed appropriately.
* Open and distribute post
* Advise parents of grants, free school meals and admissions applications.
* Booking parents visits to school
* Manage the collection, collation and distribution of all statistical and statutory returns using Sims.
* Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the School on the visitor management system. To provide refreshments for visitors, as requested.
* Prepare, reports and documents including policies, if required.
* Maintain confidentiality.
* Administration of before/after school clubs.
* Administration of ParentPay.
* Administration of visits and school journeys – transport / letters / bookings / income collection.
* Checking stock levels of stationery, etc
* Ensure all pupil records and documents are properly maintained, filed and manually / electronically transferred when pupils leave.
* Oversee attendance management on daily basis and analyse attendance data, providing data / information for senior leaders / governors. Providing regular (weekly/termly) reports for the Head of School/Executive Head Teacher and following up absence with parents.
* Distribute weekly newsletter.
* Produce pupil dietary / medical reports for staff.
* Produce annual data checking sheets / letters.

**Financial Management**

* Manage the on-line payment system, Parentmail for after school activities, educational visits etc
* Manage the online Evolve system for ordering of school dinners and liaise closely with the kitchen staff to ensure smooth and effective implementation.

**Supporting Staff**

* Support staff by the provision of general administration work in School.
* Work with others in updating and producing the school prospectus, parent letters, etc.
* Liaise with the Head of school to ensure all school documentation for public distribution is prepared to set deadlines.
* Print and photocopy all Individual Pupil Reports for distribution to parents.

**Supporting Pupils**

* Provide for individual pupil welfare needs, monitor pupil sickness requirements, and make arrangements with parents to collect sick children.
* Attend to pupils who are feeling unwell.
* Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils’ welfare.

**Additional Responsibilities**

* Set a good example in terms of personal presentation, attendance and punctuality.
* Comply and assist with the development of policies and procedures relating to child protection, health and safety, data protection etc.
* Be aware of and ensure equal opportunities for all.
* Contribute to the overall ethos and aims of the school.
* Establish positive relationships and communication with outside agencies / professionals and contractors.
* Attend and participate in relevant meetings.
* Participate in any relevant training and development available.
* Maintenance of school website, including regular updates.
* A willingness to support and help at PTA events outside of school hours.

**Continuing Professional Development – Personal**

* In conjunction with the Office Manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
* Undertake any necessary professional development as identified in the Development Plan taking full advantage of any relevant training and development available.