# CHOWBENT PRIMARY SCHOOL

##### JOB DESCRIPTION – ADMINISTRATION ASSISTANT

**1. INTRODUCTION**

**1.1 NAME OF POSTHOLDER**:

**1.2 JOB TITLE**: Part Time Administration Assistant

**1.3 JOB PURPOSE:**  To assist the SBM in ensuring the effective functioning of the school,

in relation to all administrative tasks and duties.

**1.4 Line Management**: Responsible to the School Business Manager, Headteacher, Deputy and Assistant Headteacher.

**1.5 Liaising With:** The Headteacher, Deputy, Assistant Headteacher, SBM, Staff, Pupils, Parents, Governors, the LA, External Agencies and Visitors.

**1.6 Salary Scale**: Scale G3 (10-15) (Gauge ref: A23225)

**1.7 Working Time:** Term time only

27.5 hours per week (Pro rata based on 37 hours per week)

**1.8 DBS Disclosure**

**Level:** Enhanced

**2. SCHOOL ETHOS**

* 1. Actively support the school’s corporate policies relating to Child Protection, Equality and Diversity, Inclusion, Health, Safety and Well Being, Confidentiality and Data Protection.
  2. Promote the school and celebrate its success at every opportunity.
  3. Work co-operatively with and in support of all adults in the school.
  4. Work with pupils in a courteous, caring and responsible manner at all times.
  5. Work with visitors to the school in such a way that it enhances the reputation of the school.
  6. Present oneself in an appropriate manner so that it upholds the values of the school.

**3. MAIN DUTIES AND RESPONSIBILITIES**

* 1. To provide clerical support for the school;

Word processing, faxing, photocopying, filing etc. and other ICT related tasks including excel, email,

internet and website functions.

* 1. As the first point of contact for many people with the school, to provide a courteous reception service, answering face to face enquiries and following security procedures for visitors. To ensure that all telephone calls are handled efficiently and effectively.
  2. To assist in the sorting and distribution of incoming mail and outgoing correspondence/flyers to parents/carers etc.
  3. To prepare ID badges for staff, volunteers and visitors.
  4. Adopt a public relations role with all Staff, Parents/Carers, Pupils, Governors, the community, external agencies and the LA on behalf of the Headteacher and SBM to foster and maintain good relationships for the benefit of the school.
  5. To manage the primary e-mail system – answering queries, forwarding and printing messages for distribution to Staff and Governors.
  6. Assist with basic first aid/welfare duties including liaising with parents/staff over sick children.
  7. Prepare routine statistical analysis for the Headteacher, SBM and LA, meeting management and statutory requirements.
  8. Record and check pupil assessment data.
  9. Responsibility for meeting deadlines related to school and LA.
  10. Use the computerised FMS system to order goods, services and repairs as requested by the School Business Manager.
  11. Complete school dinner monies each day and process daily income for banking.
  12. Receiving goods and other items and ensuring they are passed to the correct budget holder. Adding the appropriate information (date received and delivery note) to the FMS order sheet.
  13. To process daily income and prepare for banking. Post all cash sheets into FMS.
  14. Organise annual school trips/occasional school trips/activity and reconcile income and expenditure to monitor break even.
  15. To process income and expenditure for the School Fund account.
  16. To process petty cash expenditure and enter into FMS to meet the month end deadline.
  17. To administrate and prepare correspondence in relation to peripatetic music lessons.
  18. To liaise with the Business Manager to manage and prioritise workload/tasks.
  19. Take personal initiative as appropriate relating to the day to day running of the school office.
  20. Participate in training/CPD as required and engage in the School Appraisal process.
  21. Attend meetings and represent school as required.
  22. Prepare drinks/refreshments as required for staff and visitors.
  23. Work effectively and efficiently under pressure and to strict deadlines.
  24. Be flexible and able to adapt to deal with unexpected events/incidents within the school day.
  25. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and date protection, reporting all concerns to an appropriate person.
  26. Any other general clerical/administration duties as directed by the Headteacher and SBM.

**4. SIGNATURES**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .......................................... Signed ......................................

(Admin Assistant) (Headteacher)

Dated ............................................ Dated .......................................

(Admin Assistant) (Headteacher)

Lp/wood/jobdesc/adminassistant