

Glazebury CE Primary School

Job Title: Admin Assistant

Grade: Grade 4, Scale Point 10 - 13

Reports to: Office Manager

Start Date: ASAP

Purpose: To work in the main school office carrying out various administrative, financial and clerical duties. To support the Office Manager in all aspects of the day to day running and organisation of the school office. Direct communication and correspondence with all school stakeholders.

The Admin Assistant post is shared. The duties are split between two part time personnel.

Main Responsibilities & Tasks: (Shared between Admin Assistants)

- Be the 'first point of contact' and act as 'role model' for the school and welcome all visitors to school either face to face or via the telephone.
- To provide full administrative support to the Office Manager, HT and other stakeholders.
- Comply with all school policies and procedures, especially those relating to safeguarding, child protection, health and safety, confidentiality, data protection, and financial control reporting any concerns to relevant person.
- Work alongside Office Manager and Maintenance Officer to ensure all Health & Safety policies/practices are being adhered to.
- Demonstrate high level of skills and competency with technology (specifically Microsoft packages word and excel) to aid and improve efficiency and effectiveness of information provided.
- Provide secretarial support for school – typing letters, memos, minutes and reports.
- Maintaining spreadsheets to record various forms of information.
- Prepare schools weekly newsletter, circulate and publish on schools website.
- Excellent IT skills with ability to operate efficiently various IT systems - SIMS / FMS / Quickens School Fund / Teachers2Parents / ParentPay are used daily amongst others.
- Provide general administrative support eg: photocopying, filing, emailing, sorting and distributing mail, completing forms and responding to routine correspondence ongoing.
- School Trips – organise and manage the organisation of school trips, including the correspondence, receiving and recording monies and updating on Evolve.
- Maintaining accurate data base information on SIMS.
- Assist with Census preparation and returns from SIMS.
- Maintain accurate pupil attendance records. Implementing first contact system and keeping accurate attendance records.
- Letters to parents regarding attendance and reporting on pupil attendance.
- Assist with organisation of extra-curriculum after school clubs – recording payments, maintaining registers.
- Maintaining, recording and reporting on Quickens School Fund System.

- Placing orders following internal procedures.
- Receiving deliveries and checking in against orders placed.
- Updating Information on School Website.
- To perform other duties considered commensurate with the role at the request of Office Manager and Headteacher.
- Accept reasonable flexibility in working arrangements in pursuance of effective team working
- Contribute to the overall ethos, values and aims of the school
- Would be useful if first aid trained (although not essential)