



JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Admin Assistant

Responsible to: Headteacher and Office Manager

Purpose of the Job: To act as the initial point of contact for parents, visitors and other stakeholders and be an ambassador for the school.

To embody the value, vision and ethos of the school in all interactions.

Main Responsibilities

1. To act as the first point of contact and to be an ambassador for the school; providing an efficient, effective and smart Reception facility welcoming staff, students and visitors to the school.
2. To ensure that all safeguarding procedures followed with regards to visitors to the site including monitoring that the site's security is maintained; to include keeping records of car registrations for the school and church car parks.
3. Ensure that registers are fully completed each morning, using SIMS, including:
 - Ensure that all Years 5 and 6 who have permission to walk to school alone are in school or have a reason provided for their absence. In the event that nothing is known to contact parents immediately and inform the Headteacher.
 - Phoning families in the event that no reason has been provided for absence.
 - Recording all late comers and sending out late letters as necessary.
 - Recording persistent absentees on MyConcern in consultation with Headteacher/Office Manager.
4. Operate the switchboard and resolve at point of first contact, liaising with other staff as necessary.

5. Be responsible for monitoring the Admin email account and ensuring that emails are forwarded in line with agreed timescales.
6. Ensure that information is accessible for visitors to the school and that any information boards and/or display screens within the Reception area are kept up-to-date as directed.
7. Use the school's Management Information System to support effective customer support.
8. In conjunction with the Admin Team to be responsible for the administration for external and internal sports and music clubs.
9. Administration duties in relation to wrap around care provision.
10. Contribute to the efficient operation of the school's administration by undertaking clerical duties as directed by the Admin Team to include (but not limited to):
 - ensuring compliance with signing-in records for staff, regular visitors and contractors;
 - accepting payments for school visits;
 - helping to ensure that the information held on SIMS remains up to date and accurate and assist in the annual completion of Admission Forms and Data Collection Sheets;
 - supporting the Admin Team in sending out general Parentmails to families and making phonecalls home to parents as required.
11. Operate reprographic equipment in order to provide a timely and efficient service in accordance with standards required by the Headteacher. Provide administrative support to the teaching team, including copying of resources and laminating.
12. Liaise with the School kitchen to provide dinner numbers each morning.
13. Daily use of Excel, Word, Outlook and Parentmail.
14. In consultation with the Finance Manager, check deliveries of goods and arrange movement around the site as necessary
15. Submit the weekly milk order and monthly return and make amendments as necessary.
16. To liaise with Suffolk County Council to organise and facilitate the dental, flu and child measurement programmes
17. Undertake any other duties consistent with the post.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Signed:

Date:

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