

Job Description

<b>Post Title:</b>	<b>Administration Assistant (Primary)</b>
<b>Purpose:</b>  <b>Duties And Responsibilities</b>	<p><i>Core Purpose:</i></p> <p>Under the direction of the Head of Primary and Primary Office Manager, to work with colleagues to provide reception and administrative service for Eastbury School.</p> <p>.</p> <p><b>Main Activities</b></p> <ul style="list-style-type: none"><li>• Receive telephone calls and deal with enquiries from parents, staff, outside agencies, etc politely and efficiently, passing on messages as appropriate, referring issues where necessary to the Office Manager or Head of Primary School</li><li>• Receive visitors to school, notify staff and ensure they are escorted to destination, check and record identity of supply staff as appropriate and issue visitors badges</li><li>• Make telephone calls to parents as requested by staff eg if students are unwell or following up other issues</li><li>• Provide general administrative support including photocopying, other reprographics, completing standard forms and responding to routine correspondence as directed by the Office Manager/Head of Primary</li><li>• Monitor CCTV cameras on front desk to allow visitors into school</li><li>• Under the direction of the Office Manager, to assist with work with parent/carers, supporting them and building their engagement with their child’s learning.</li></ul> <p><b>Secretarial/Clerical</b></p> <ul style="list-style-type: none"><li>• Using Word, Excel, or other IT packages as appropriate type letters, documents, reports, minutes, forms for staff as required</li><li>• Assist with inputting data into CMIS, including inputting electronic attendance data, and assisting with preparing and submitting returns such as the annual census</li><li>• Distribute incoming mail and prepare outgoing mail</li></ul>

- Fax letters/documents as requested.
- Make appointments for parents etc to see staff as requested
- Under the direction of the Office Manager, assist with organisation, communication and booking of educational visits for primary school
- Cashless catering system – assist with updating parent pay with information provided by LA and record keeping as appropriate
- Assist with the organisation of events, communication and administration relating to the admission of new pupils
- Assist with ordering and purchasing of supplies in relation to primary phase
- To follow the school attendance policy and procedures
- Under the direction of the Office Manager/Head of Primary to make first day phone calls for all pupils with unauthorised absence
- To send standard absence letters for all pupils with unauthorised absence and follow up
- To liaise with Attendance Officer, Attendance Manager and others as required

**First Aid**

- Alongside the other First Aid qualified staff in the primary office, to attend to unwell/injured students and staff, calling an ambulance if required. Administer minor first aid and keep appropriate records.
- Be available to assist with personal and medical care for disabled students across the year groups when required. (Training available)
- Make telephone calls to parents if students are unwell and follow up as necessary

**Health and Safety and Well Being**

- Assist with the implementation of health and safety
- Fire warden duties

**Other duties**

	<ul style="list-style-type: none"> <li>• Cover for absent colleagues within administration team as appropriate</li> <li>• Ensure compliance with appropriate legislation, School/Council policies, standing orders, financial regulations.</li> <li>• Comply with the competences and standards relevant to the post.</li> <li>• Ensure compliance with the Council's Equalities and Diversity policies, Health and Safety legislation, School, Council and Departmental Health and Safety Policies.</li> <li>• Attend meetings, Etc as required.</li> </ul>
<b>Reporting to:</b>	Primary Office Manager/Administration Manager/Head of Primary
<b>Responsible for:</b>	No line management
<b>Liaising with:</b>	Other staff as appropriate/parents/outside agencies/LBBD officials as required
<b>Working Time:</b>	Term Time Only 15 Hours per week
<b>Salary/Grade:</b>	APT & C Scale 3
<b>Disclosure level</b>	Enhanced
<b>Communications</b>	
<b>Proposed Other Specific Duties:</b>	
<p>To undertake personal professional development as agreed with the Headteacher.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher: .....

Administration Officer .....

Date issued: .....