

Salfords- Senior Admin Assistant Job Description

Job Title:	Senior Admin Assistant
Core Purpose	
To be an efficient and effective senior administrator as a member of our school's office team. To promote a professional and friendly point of call to all parents and visitors to our school. To maintain all pupil records both electronic and paper. To ensure safe guarding procedures are adhered to	
Key accountabilities	
<ul style="list-style-type: none"> • Welcome all visitors to our school and ensure the school policy for safeguarding is adhered, ensuring completion of visitor badges and monitoring access to restricted areas. • Answer telephone, filter calls and e-mails, to take messages and make sure they are delivered in a timely fashion. • Respond to child enquiries, including late children, requests to leave school during the school day and sick children, referring to the appropriate first aider or teacher as required. • Use Pupil Asset, Tucasi and any other computer applications to perform the roles daily tasks. • Use Microsoft Office programs - Excel, Word, Outlook - to produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents. • Be willing to assist the Co-Head Teacher or Leadership Team as required. • Assist with school uniform enquiries and sales. • Administer medication to children. • Deal with first aid during the school day • Communicate with relevant personnel for end of day arrangements. • To participate in the school's appraisal process. • Communicating with parents regarding extra-curricular activities e.g. bikeability, clubs and swimming. • Sending out pre-approved letters in relation to extra-curricular activities. • To provide admin support to the SEND lead • Some day to day management of a small admin team 	
Admissions and Attendance	
<ul style="list-style-type: none"> • To give a tour of the school to parents or visitors. • The daily update of attendance and liaise closely with DHT. • Prepare a list of prospective parents that will be attending any open days, prepare relevant paperwork e.g sign sheets labels and feedback sheets. • To deal with in year admissions, liaise with parents and school personnel. • Update Pupil Asset with data about children, including personal information, contact details, medical information. • Liaise with kitchen staff and provide them with daily lunch numbers, updates to child roll and any changes to medical information, allergies or specialist dietary requirements 	
Finance	
<ul style="list-style-type: none"> • Update of attendance on Tucasi to provide data to the kitchen staff for the purposes of school meals management. • Provide letters from Tucasi to new starters with login details. • To set up events and monitor online booking systems for parents.. 	

Other

- Duties are subject to change by negotiation and agreement with the Co-Headteacher and post holder.

Accountable to

- School Business Lead
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.