**GREENWICH COUNCIL**

**JOB DESCRIPTION**

**DEPARTMENT** CHILDREN’S SERVICES

**SECTION** SCHOOLS

**DESIGNATION** ADMINISTRATIVE ASSISTANT (1)

This post is managed by the Head Teacher through the SAO through the Administrative Officers.

**Generally**

1. To be responsible to the SAO for undertaking a range of administrative functions in support of the administrative work of the school office.
2. To work as a member of the Administration Team to provide high quality administrative support for the Primary School in all aspects of its work.

**Specifically**

1. To act as receptionist, receiving and welcoming visitors to the school. To check credential, register all visitors and issue visitor badges. To contact parents in the event of pupil sickness/accident in conjunction with SAO.
2. To work under pressure and meet given deadlines.
3. To operate the telephone system, deal with routine enquiries, take messages, ensure messages are promptly referred to appropriate staff, parents or children.
4. To establish, maintain and update appropriate pupil and other records e.g. contact lists, permission forms.
5. To receive and appropriately store and record school monies, as requested.
6. To work flexibly and provide cover in the office as directed.
7. Administering work experience.
8. To undertake a range of other clerical duties, such as: typing standard letters as required, photocopying, printing, laminating, filing, faxing, distribution of incoming and out going post and maintenance of pigeon holes.
9. To assist with input of data to the computerised systems in accordance with agreed procedures.
10. To support an ethos that celebrates that cultural diversity of Greenwich and welcomes the inclusion of all children and families.
11. To carry out all duties with due regard to the provisions of health and safety regulations, customer care policies, and the New Technology agreement.
12. To promote the Council’s and the School’s Equal Opportunities and Race Equality polices in carrying out the duties of the post.
13. To be prepared to assist in the duties of the SAO as appropriate during his/her absence.
14. To undertake any other duties as directed by the Administrative Officers and in line with the responsibility level of the post.