ROYAL BOROUGH OF GREENWICH

**JOB DESCRIPTION**

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| JOB TITLE | ADMINISTRATIVE ASSISTANT |  |
| **Scale 4 Spine Point 18 – 21 (£19,917 £21,984)****Waterside SEMH Primary, Outreach, nest, Nurture & Nook** |

**Generally**

To be responsible to the Head Teacher for:

* Providing the first point of contact between the school and parents, support staff, external agencies, etc.
* The administrative work of the school office, including such clerical work as appropriate;
* Assisting in the reception of visitors to the school

**Specifically**

1. To act as the focal point for communication, both orally and in writing, with teaching and support staff, pupils, parents and outside agencies, while maintaining strict confidentiality.
2. To conduct and filter telephone enquiries and to receive visitors to the school, including parents. Provide refreshments for visitors as appropriate.
3. To arrange meetings and maintain an appointments diary on behalf of the Head Teacher.
4. Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS and email). To input data to the computerised systems in accordance with agreed procedures and to interrogate and update the systems when necessary.
5. Assist with the preparation, distribution and collation of checklists for school meal numbers and liaise with school catering staff on a daily basis.
6. Safeguard and maintain stationery stock levels.
7. To attend in-service training courses as appropriate.
8. Update general office procedures to reflect current practice.
9. To establish and maintain appropriate pupil and other records (e.g. the school’s admission register, contact lists in the event of accidents to pupils or staff, etc.) using a computerised system.
10. To deal with the administrative tasks relating to the transfer of children and the requirements of the School Health Service, the Education Welfare Service and any other outside agency as appropriate.
11. To check the class registers daily and monitor attendance on a weekly basis.
12. To undertake a range of clerical tasks, e.g. photocopying, duplication, etc., in support of the work of the school office.
13. To undertake such other clerical and administrative duties in support of the work of the school office as are required by the school and are commensurate with the level of responsibility of the postholder.
14. In dealing with members of the school community, to be mindful of the Council’s Equal Opportunities Policies.
15. In discharging the duties of the post, to have due regard to the provisions of the Health and Safety at Work legislation.