

Cannon Lane Primary School

Job Description

Administrative Assistant



Job title	Administrative Assistant
Salary scale	G04
Responsible to:	Headteacher
Line Managed by:	School Business Manager
<p><u>Purpose of the job</u></p> <p>The Administrative Assistant will be based in the school office as part of our admin team. Under the direction of the School Business Manager, they will provide administrative and clerical support and will take delegated responsibility for administrative functions within the school. The post holder will support the safeguarding of staff and children as well as assisting with the maintenance of administrative systems, with due regard to the issue of confidentiality. This post holder will also make a positive contribution to public relations.</p>	
<p><u>Specific Responsibilities</u></p> <p>Administration</p> <ul style="list-style-type: none"> • Make a positive contribution to public relations by responding to all site visitors and telephone calls courteously and in a warm and welcoming manner • Provide administrative and clerical support to the Headteacher and school staff • Ensure that the school's security procedures are adhered to by all visitors to the school • Collection and safe storage of monies from school visits, activities and other fundraising activities • Support with the ordering of meals for pupils and staff, chasing and sending out debt letters and liaison with the catering company • Use of the photocopier, scanner and fax to prepare, duplicate and send documents • Arrange school outings and journeys to include preparing letters, arranging transport and collecting monies • Deal with, and type correspondence, including newsletters and letters to parents and, as requested, reports and references for staff, pupils etc. • Responsible for sending out correspondence and messages to staff and parents via School Comms • Responsible for outgoing, incoming and distribution of school office email • Ensure correct and safe use of office equipment and materials in line with the Health and Safety policies and practices of the Council • Ensure the smooth operation of the computerised registration system ensuring daily attendance information is entered onto the system • Prepare, distribute and review the attendance statistics (weekly, termly and annually) and share this information with the Senior Leadership Team • Maintain and update, as required, all pupil data on paper and on computer using the appropriate modules of SIMS • Provide data from the SIMS systems to the Senior Leadership Team when required 	

- Maintain and update as necessary the administrative filing systems
- Production of confidential reports and the maintenance and updating of a pupil database using SIMS
- Provide administration for extra-curricular clubs and activities, liaising with parents, staff and external providers as required
- Liaise with Harrow Music Service re absences of instrumental music teachers and inform the music teacher/pupils of supply cover or change of lesson day and time
- In liaison with the music teacher arrange/monitor additional music lessons in lieu of sickness or other absences
- Support the Music Teacher or designated nominee with the administration of the Harrow Music Service music arrangements
- Co-ordinate parentpay for lunches and trips

Telephone

- Receive and attend to callers, e.g. personal and telephone calls from parents (operation of busy telephone switchboard)
- Take and relay external and internal staff messages and matters relating to pupils
- Contact parents and relevant authorities in the case of emergencies

Word and Data Processing

- The use of Microsoft Office software to produce general correspondence, letters, documents, tables, reports and minutes of meetings, brochures and programmes as required by the Senior Leadership Team

Clerical

- Action any relevant post daily
- Maintain effective filing systems

Other duties

- Undertake any task reasonably requested by the Headteacher or designated nominee
- Read, understand and adhere to the staff handbook and school policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents
- Support the safeguarding of staff and children
- Maintain positive working relationships with all staff, parents, children, governors and visitors
- Attend training courses as required
- Attend school functions as required
- Provide reception cover including selling school uniform as required
- To provide Welfare support as required

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time