



JOB DESCRIPTION

Post title:	Admin Assistant
Reporting to:	Senior Administration Officer
Salary/Grade:	Scale 4
Working Time:	Term Time + 1/2 weeks
Responsible For:	No line Management responsibilities
	PURPOSE OF THE JOB To work as part of the administrative team supporting the school in achieving its vision and objectives by providing administrative support and reception duties. To contribute to the successful management and day to day efficiency of the school.
	Knowledge and Understanding Demonstrate an understanding of the purpose of primary education and knowledge of priorities and deadlines in schools An understanding of the responsibilities of senior leaders and teaching staff in schools
	Main Duties All reception duties and front line enquiries from parents, visitors, outside agencies face to face, by phone and electronically. Welcoming and offering hospitality to school visitors. Opening and distributing school mail. Opening Headteacher's mail/ passing on confidential Headteacher's mail. Processing orders. Filing and photocopying. Booking of supply staff. Managing and maintaining the school electronic diary. Collecting dinner money, completing dinner registers and liaising with kitchen staff. Keeping track of dinner money debt, sending out appropriate letters and reporting to data officer as necessary. Collecting and maintaining school trip paperwork. Preparing and sending educational visit letters for teaching and learning support staff, collecting contributions and maintaining paperwork. Liaising with school kitchen, TfL, educational visits venues.

	<p>Liaising with LA transport service re SEN transport.</p> <p>Liaising with business partners.</p> <p>Communicating with parents via School Ping.</p> <p>Ordering and organising refreshments for meetings as necessary.</p> <p>Communicating with staff, parents and other agencies via letter, email, text and website</p> <p>Receiving deliveries.</p> <p>Input daily attendance and punctuality data onto the school management system.</p> <p>Support daily telephone calls to parents/carers to follow up absence.</p> <p>Support the Attendance & Welfare Officer to monitor attendance code entries in class registers and on management information system to ensure they are correct.</p> <p>Take detailed and accurate minutes of meetings.</p> <p>Keeping track of personal absences/vulnerable children and reporting back to Inclusion Team within a defined timescale.</p> <p>Maintenance and upkeep of entrance of school to create a good first impression.</p>
	<p>Other Duties and Responsibilities</p> <p>To ensure all duties and responsibilities are discharged in accordance with the school’s health and safety at work policy.</p> <p>Provide effective administrative and secretarial support to the office/business managers.</p> <p>Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school</p> <p>Provide hospitality and refreshments for visitors and parents if necessary.</p> <p>General correspondence of a routine nature.</p> <p>Any other duties as directed by the Senior Admin Officer/Business Manager relevant to the post.</p>
	<p>Professional Characteristics</p> <p>Commitment to the well being and progress of all pupils in school</p> <p>Commitment to excellent inclusive practice.</p> <p>Trustworthy and reliable</p> <p>A clear understanding of confidentiality</p>

	<p>Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes</p> <p>Use of initiative and excellent time management/prioritisation skills</p>
	<p>Equal Opportunities/ Safeguarding Statement</p> <p>To ensure equality of opportunity for all and to oppose strongly any form of discrimination.</p> <p>Arnhem Wharf Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.</p>
	<p>Organisational Details</p> <p>Take part in the corporate life of the school, such as attending special events and celebrations</p> <p>Participate in the performance management process.</p>
	<p>Performance Measures</p> <p>Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the schools performance management cycle.</p>

The above description was agreed on (Date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

Signed by (postholder)