Administrative Services Manager

Events:
Parents Evenings
Celebration Evenings
Options
Open Evenings
School photos
Immunisations

Parental meetings
Produce meeting packs
Scanning onto Bromcom

Transition
Admissions
Communication
Activities
Uniform ordering
Data sheet entries

Student Reception
First aid
Medical - medication/care plans
Parental contact
Timetables
Signing out of students

Reception
Signing in visitors
Checking where students are
Contacting appropriate adult
Booking rooms
Dealing with angry/upset parents
Pick up and direct emails enquiries

Whole school letters
Updating of student contact details/addresses etc
Student filing

Switchboard
1st response, answer and direct telephone calls
Email staff
Texts home—well done/information

Cover
School Diary
Contact with agencies
Contact with staff
Allocations of cover
Cover work

Reprographics
Laminating
Ordering of stationery
Post

Options
Produce booklets
Print/collate reports

In house training
PMRs

Free School Meals
Admin/organisation/delivery