**FOXFIELD PRIMARY SCHOOL**

**Job Description**

Post: Administrative Assistant

Grade: Scale 4, points 7 - 10 (£22,377 - £23,607 pro rata)

**Job purpose including main duties and responsibilities:**

* To provide an efficient and friendly service as the first point of contact to the school by managing the reception desk, answering general telephone enquiries and face-to-face enquires and signing in visitors, ensuring safeguarding procedures are followed.
* To assist the School Business Manager with the school’s administrative and clerical functions in providing a high standard of administration.
* To provide general clerical/administrative support, eg photocopying, filing, etc.

**Specifically:**

* Undertaking the recording of dinner monies received from children and staff.
* Updating pupils’ Free School Meals entitlement on SIMS. Phoning parents when entitlement is due to run out to remind them to renew and notifying Home School Liaison Officer if entitlement has not been renewed.
* Liaising with catering staff to determine daily and weekly meals taken and the collation of meals taken both weekly and monthly for Royal Borough of Greenwich.
* Checking records of dinner monies received, telephoning and/or issuing standard letters to parents in respect of non-payment and advising the Headteacher/SBM of persistent non-payers.
* Under guidance of the SBM, assisting in arrangements for school journey, educational trips, events, etc. Collecting any such money and issuing receipts.
* Assisting with pupil first aid/welfare duties, liaising with parents/staff, etc.
* Maintaining manual and computerised records/management information systems (SIMS)
* Producing lists/information/reports/data as required, eg pupils’ data.
* Undertaking typing and word-processing and other IT-based tasks.
* Undertaking administrative procedures.
* Making use of a range of computer packages (eg Word, Excel, Internet, SIMS, etc).
* Selling uniform to parents/carers.
* Providing general advice and guidance to staff, pupils and others.
* Undertaking general financial administration, eg delivering orders onto FMS and ensuring all orders are checked when delivered.
* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Being aware of and supporting differences and ensuring equal opportunities for all.
* Taking individual and collective professional responsibility for championing the council’s diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
* Ensuring a clear understanding of, and contributing to, the overall ethos, aims, objectives and priorities of the school.
* Appreciating and supporting the role of other professionals.
* Attending and participating in relevant meetings as required.
* Participating in training and other learning activities and performance development as required.

**Generally:**

Data Protection

* To be aware of the council’s responsibilities under the Data Protection Act 1988 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
* To maintain pupils’ records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

* You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Strengthening community

* Create and maintain effective partnerships with parents/carers and Governors to support and improve pupils’ achievements and personal development.
* Develop effective links with the community by promoting the work of Foxfield Primary School and by supporting school community events.

Equalities

* The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

* Ability to demonstrate a commitment to the school’s Customer Care ethos.

Health and Safety

* Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

* To participate in training to be able to demonstrate competence.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Championing the professional integrity of the School Service.
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on school policies and interventions.

Safeguarding

* To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the LA and school.

Unless directed otherwise the Administrative Assistant will report to the School Business Manager.