

**Job title: Administrative assistant**

**Salary: £15,000 - £20,000**

**Hours: 8.30 am – 4.00 pm**

**Contract type: Full-time / Part - Time**

**Reporting to: Head Teacher**

Responsible for an effective and efficient clerical and welfare support to the school, including some finance.

 **JOB SUMMARY** Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Providing receptionist service to the school, including: • Welcoming, receiving, signing in and dealing with and directing staff, pupils, parents, school governors, school visitors and other stakeholders as appropriate
2. Managing the staff, pupil, parents and visitor school entry system
3. Operating the school’s main telephone, transferring calls, or taking and delivering messages as appropriate
4. Managing the school’s main inbox, replying, forwarding messages and making appointments for staff as appropriate
5. Managing the school’s public noticeboard (Life Channel), adding and removing content as appropriate
6. Updating the school calendar, adding and removing content as appropriate
7. Updating the school’s website, adding and removing content as appropriate

**PRINCIPAL ACCOUNTABILITIES**

Providing receptionist support to the school – being the first contact / front line in receiving visitors, staff and pupils to the school.

#  Providing pupil and staff attendance support to the school.

# Managing the staff, pupil, parents and visitor school entry system.

#  Operating the school’s main telephone, transferring calls, or taking and delivering messages as appropriate.

# Managing the school’s main inbox, replying, forwarding messages and making appointments for staff as appropriate.

# Managing the school’s public noticeboard , adding and removing content as appropriate .

# Updating the school calendar, adding and removing content as appropriate.

# Updating the school’s website, adding and removing content as appropriate.

#  Recording, stamping and posting outgoing mail.

#  Routine word processing, as and when required.

# Collecting, counting and recording daily cash, cheques and electronic payments received into the office such as monies received for pupil dinner, staff dinner, breakfast club, afterschool club, school journey and school trips, fundraising etc.

#  Assisting with the recovery of outstanding monies to the school by maintaining accurate records and generating reminder letters and/or making calls for outstanding monies for pupil dinner, staff dinner, breakfast club, afterschool club, school journey and school trips etc. on a regular basis.

# Assisting the FO in implementing the recovery procedure by alerting the FO of persistent debt for pupil dinner, staff dinner, breakfast club, afterschool club, school journey and school trips etc. on a regular basis.

#  Assisting with the administration of Statutory Free School Meals and other local and global school meals schemes.

#  Producing daily and monthly dinner reports for the school kitchen and maintaining an accurate school dinner register, for pupils and staff.

#  Assisting with the maintenance of the school's confidential computerised database of information on pupils and staff, and producing reports from same .

# Assisting in the maintenance of the school’s filing and archiving systems.

#  General clerical and administrative tasks such as photocopying, printing, faxing, laminating etc.

#  Reporting premises faults, damages, incidents and other occurrences to the school Premises as appropriate including following up on and taking steps to ensure the faults are resolved in a timely manner.

# Reporting equipment faults e.g. printer and photocopier, laminator, water cooler, noticeboard screens, telephone and fax system etc. and other equipment to relevant companies which whom the school has service and maintenance agreements, including following up on and taking steps to ensure the faults are resolved in a timely manner.

#  Monitoring school stock levels and making stock orders.

#  Receiving and checking stock orders by matching Delivery Notes with Purchase Orders and informing the FAO of any discrepancies including chasing up missing items, returning damaged items etc.

#  Organising the storage of stock orders by .

#  Assisting in generating statutory and non-statutory reports and returns to the Local Authority and government as required, in a timely manner, meeting deadlines .

#  Ensuring that reasons for pupil absence are obtained and recorded each morning and afternoon and filing pupil attendance records confidentially and accurately.

#  To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Seva Independent School as outlined in the school’s Safeguarding Policy.

# To ensure in enforcing the school vetting procedure, obtaining visitors’ vetting details e.g. DBS certificate, Photographic ID etc. for the Single Central Record .

# To carry out designated school fire evacuation role and adhere to fire evacuation procedure in the event of a fire and during a fire drill.

#  To adhere to the school Health and Safety Policy and procedure.

**SKILLS, EXPERIENCE AND ATTRIBUTES REQUIRED:**

* Strong Education.
* Experience within a similar role is desirable
* A high degree of interpersonal skills utilising these to build trust and confidence.
* Excellent computer literacy skills, particularly with the Microsoft Office suite of programs.
* Ability to pick out key information and report it in a timely manner using appropriate means of communication.
* Ability to build strong working relationships across all levels.
* Professional and discreet. Strong work ethic.
* Well presented, friendly and personable.

**Note:** No job description can be considered complete and this job description will be subject to review and may be amended following consultation to reflect any changes that may occur and to meet the needs of the Company and its service users.