

JOB DESCRIPTION

JOB TITLE: Administration Assistant - Attendance (Role B)

1. PURPOSE OF JOB

Under the instruction / guidance of senior staff, provide general reception/ administrative / financial support to the school as required. The main focus of the role is attendance and admissions.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties, answer general telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- Act as first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc.
- Oversee pupils not in class or at the end of the school day as required
- Assist with arrangements for school trips, events etc.
- Assist with admissions and attendance requirements.

Administration

- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and responding to routine correspondence
- Maintain manual and computerised records / management information systems
- Produce lists / information / data as required, e.g. pupil data
- Maintain and collate pupil reports
- Undertake or oversee a range of typing, word-processing and other IT based tasks for the Head Teacher, other teaching and support staff, generating routine correspondence as required
- Sort incoming and outgoing mail and distribute accordingly
- Undertake administrative procedures
- Undertake routine administration of school lettings and other uses of school premises, including liaison with related staff

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet and SIMS)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform and other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others

Responsibilities

- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.