



## Stowlawn Primary School

### Job Description for Administrative Assistant

Post Title: Administrative Assistant

Scale: Grade 3 ( point 4 to 6 )

Hours: 37 / week (Term time only plus 10 – 5 x INSET and 5 x flexible)

Hours of Work: Monday to Friday : 8.00am to 4.00pm

Responsible to: School Business Manager

**Overview:** Assist with administrative, financial and resource management within the school under the direction of the School Business Manager.

#### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries when dealing with enquiries from parents / visitors
- Deal with deliveries and assist with the organisation and cleanliness of staff room, school office, school resources, archives and reprographics .

#### Administration

- Manage electronic receipt and update school register for absences
- Collate school meal information and liaise with kitchens in all related aspects
- Maintain manual and computerised records and management information systems (sims), including admissions and leavers
- Provide administrative support including word processing, and with appropriate IT resources such as managing the Parentmail accounts
- Support office administrative procedures and systems
- Provide advice and guidance to staff, pupils and others as required.
- Attend training and development where necessary

#### Resources

- Maintain SIMs register and lunchtime modules.
- Assist with management of general class resources, including being responsible for the regular audit of resources
- Assist with and undertake delegated tasks in financial administration procedures related to school resources, including ordering of resources
- Assist with and undertake delegated tasks in line with financial administration procedures

#### Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and using CPOMS appropriately
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others

- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use them to advise and support others.

To be reviewed annually

Signature of Manager:

Date:

Signature of post holder:

Date: