



Park Primary School

Administrative Assistant Job Description

GRADE 5

30 hours term time only + 5 training days 8:45am – 3:15pm

Responsible to

Under the instruction of the Head teacher, you will be required to provide general routine clerical and administrative support to the school.

Job Purpose

- To provide reception duties including answering and making calls.
- Provide administrative support for the school office.
- To undertake general clerical and word processing duties.
- To assist in maintaining all areas of pupil information including admissions and attendance.
- Assist in school meals administration.
- To be at all times the welcoming face of the school.

Key Duties / Areas of Responsibility

- To provide a positive, warm and welcoming reception for all visitors to the school office, together with telephone duties and dealing with enquiries from visitors, parents, telephone callers etc.
- To communicate with outside agencies/services e.g. school nurse, engineers, contractors and direct enquiries to relevant personnel.
- To be prepared to undertake jobs allocated on a daily/as required basis.
- To help maintain pupil information by day to day entering of all confidential pupil information onto computer systems.
- To help maintain confidential computer files and update when necessary
- Sign late children in to the schools Inventory system.
- Maintain all pupil data entries using SIMS, including change of address / numbers/contacts/ class lists. Maintain updated emergency contact information for the school.
- To ensure staff are informed of any messages/information relevant to the children.
- To provide word processing support to all staff.
- Organisation and distribution of letters, leaflets, photos to parents, split parents and governors as required.
- Undertake photocopying and laminating for staff as required.
- Minor first aid including administering medicines and completing relevant documentation.
- To attend relevant training courses.
- At all times to be aware of the confidentiality required of staff working in school.

Park Primary School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.