**Administrative Assistant Job Description**

GRADE 5

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

**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 Inventry 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.