



Cradley CE Primary School

Job Description

Job Title: Administration assistant

Responsible to: Headteacher, Business manager

Main purpose

To work under the guidance of School Business manager with a limited degree of autonomy

Duties and responsibilities

Reception

- to provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- to answer the telephone in a in an efficient and professional manner and record and pass on messages appropriately
- To be a point of contact for face to face enquires and to take messages where appropriate
- to ensure school security and safeguarding arrangements are always complied with, ensuring visitors sign in and are provided with a visitor's badge
- to provide hospitality to school visitors

Clerical

- Record and report pupil absences and compile class lists for evacuation purposes
- Check and maintain dinner registers through Live Kitchen
- Undertake clerical duties
- Update manual and computerised pupil records, ie changes to contact details, addresses etc
- Use Integris to complete administration tasks
- Distribute internal and external post and correspondence as appropriate
- Assist with the monitoring, maintenance and distribution of stock
- Undertake filing and photocopying
- Collate information and compile registers for after school clubs
- Ensure all information is treated as confidential at all times
- Support the administrative work of the school business manager

Finance

- Collect and prepare monies for banking e.g. trips, clubs, charity donations

Attendance

- Record and report pupil absences and compile class lists for evacuation purposes
- Monitor the late arrival of pupils and ensure their arrival is recorded accurately
- Contact parents of absent pupils to ascertain reasons for absences

Health, safety and safeguarding

- Promote the safety and wellbeing of all pupils
- Administer first aid and medication as required
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Professional development

- Take part in further training and development in order to improve own teaching

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals in school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Carry out other duties or responsibilities as directed from time to time by the Headteacher which could reasonably be constructed as being in the remit of the post;