

## JOB DESCRIPTION

Job Title	Administrative Assistant	Salary	LBR4
Reports to	Primary Office Manager		
<ul style="list-style-type: none"><li>Projecting a positive image of the school in dealing with the public, parents, staff and children.</li><li>Providing strong commitment to customer care at both the Primary and Secondary Campus as required.</li><li>To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school.</li><li>Providing a good level of administrative support at all times.</li></ul>			
Main duties and responsibilities			
To provide support for the office team to include:			
Reception/Admin Duties:			
<ul style="list-style-type: none"><li>Answering phones and disseminating messages</li><li>First point of contact for all visitors</li><li>Incoming &amp; outgoing post</li><li>Filing and general clerical support</li><li>Assisting with attendance, checking daily registers</li><li>Be a point of contact for all visitors to the school ensuring they are recorded in the visitors log and not left unattended whilst on the site; check that all visitors are accounted for when school evacuated due to fire alarm or other emergencies or other fire alarm duties as set out by the Office Manager</li><li>Send correspondence via My Ed and assist with payments via ParentPay including trips</li><li>Deal with lunch queries and ensure parents are topping up payments via ParentPay; ensure the kitchen has numbers for lunches, and meal options for children are completed by teachers where necessary</li><li>Carry out some general clerical support and assistance for the office team and Senior Leadership Team</li><li>Deal with all phone calls and messages including those relating to Attendance and Admissions</li><li>Provide cover and support in the office, including working at the secondary school site as required</li><li>Carry out any other reception and clerical duties as defined by the Office Manager</li></ul>			
SEND/Welfare Administration			
<ul style="list-style-type: none"><li>To provide administrative support to the Welfare Assistant in relation to the SEND and Welfare role.</li><li>To administer First Aid</li><li>To carry out any other SEND and Welfare support as defined by the Office Manager</li></ul>			
Other			
<ul style="list-style-type: none"><li>To carry out other office duties when required and as directed by the Office Manager based on the needs of the school</li></ul>			
General			
<ul style="list-style-type: none"><li>Attend and participate in relevant meetings, training and other learning activities</li><li>Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li><li>To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care</li></ul>			

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| <ul style="list-style-type: none"><li>• Be responsible for own health and safety as well as that of colleagues, students and the public</li><li>• To carry out any other duties as directed by the Primary Office Manager in keeping with the nature and grade of the post</li></ul> |
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Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment
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