

# Perdiswell Primary School

## Job Title: Administrative Assistant

### Duties to include:

#### General

- Providing a welcoming, efficient reception service as front of house for the school, answering the telephone, dealing with visitors and ensuring the reception office is covered
- Responding to standard enquiries by telephone or in person from parents/pupils/other employees/members of the wider community resolving non-complex queries and directing other queries to relevant personnel
- Act as first point of contact for PTA
- Safeguarding procedures for visitors to school

#### Administrative

- Maintain personal records for all staff – absence, training etc.
- Input of contracts onto SIMS
- To assist School Manager with the completion of Workforce Census Annual Return
- Maintaining pupil records on SIMS including, updating changes to contact details etc.
- Facilitate Free School Meals eligibility checking service - maintain records of Pupil Premium children
- Arrange parent's collection of ill pupils
- Undertaking routine cash handling duties, including receiving and recording payments for school activities e.g. School trips, events, clubs etc. Reconciling monies and banking to the appropriate accounts in a timely manner
- Prepare and produce the weekly school diary
- Circulate the weekly newsletter
- Sending information out to parents either in printed form or using the Teacher2Parent system
- Producing a range of documents from a variety of sources, using a range of software e.g. Word, Excel, Publisher and Powerpoint etc.
- Receiving and checking deliveries of orders and distribute to relevant staff.
- Reprographics for school and office
- Be responsible for outgoing school post, maintaining appropriate records and reconciliation of Stamps
- Attend weekly swimming lessons
- Manage and organise the staff, visitor and meetings milk, tea, coffee and biscuit refreshments.
- Administer prescribed medication and controlled drugs as authorised by parents

#### Support for the school

- To carry out other requests which may be made by the Head Teacher, Leadership Team or School Managers as required, able and qualified.
- To observe confidentially at all times

Signed \_\_\_\_\_

Date \_\_\_\_\_