



## **Job Title: Senior Admin Assistant**

**Working Pattern: 36 hours per week, 39 weeks Term Time Only plus an additional week as directed by the Head Teacher**

**Salary Range: £28,011 to £29,029**

### **CONDUCT**

- To be aware of and promote the LEA's policies on Equal Opportunities on challenging discrimination and disadvantage in the areas of anti-racism, anti-sexism, disability and sexuality.
- Good attendance, punctuality and prompt time-keeping during the school day are necessary to be effective in this post.
- Smart, professional appearance and professional manner is expected.
- Maintain confidentiality and respect the privacy of children, parents, staff and other visitors.
- Be aware of health, safety and security issues and report anything of concern to the Site Manager, Business Manager or Head Teacher.
- Be expected to participate in training and professional development as required sharing your own expertise and skills with others.

### **JOB PURPOSE**

1. To provide a confidential service to the Head Teacher, Deputy Head Teacher, and SLT members when appropriate
2. To provide administrative, personnel and public relations services to the school
3. To offer a quality reception service for all telephone enquiries and personal visitors to the school

### **RESPONSIBILITIES**

#### **Administrative:**

1. To deal with and type correspondence and as requested, reports and references for staff, pupils etc. Dealing with incoming and outgoing mail and taking action as necessary on own initiative or within instructions as laid down by the Head Teacher
2. To receive callers, e.g. children, parents, visitors and telephone enquiries. To deal with enquiries and take appropriate action on own initiative if necessary. To arrange appointments and meetings as requested

3. To maintain, and update as required confidential and general filing systems
4. To maintain, and update as required all pupil data on paper and on computer, using the appropriate modules of SIMs
5. To act as Registrar with regard to admissions including the maintenance of the waiting list, checking documentation and contacting previous schools for new arrivals and ensuring appropriate records are forwarded for leavers. Responsible for dealing with admissions according to Local Authority procedures having first consulted with the Head Teacher prior to proceeding with admissions or leavers
6. To take a lead role in the admin associated with the transfer of children from Nursery School to Primary School and to and from other settings/schools including assisting parents with paperwork and meeting deadlines
7. To manage the completion of the termly school pupil census
8. To manage the completion of the end of year academic process and promote the school to the following academic year
9. To maintain office administrative systems, including systems for the control and management of office and school supplies and curriculum records. To send on pupil records and common transfer files to other schools, as and when required
10. To be aware of Health and Safety issues in relation to the operation of the schools' administration and the school in general, and report to relevant personnel
11. To oversee the safekeeping of all children's medicines and medicine consent forms. To maintain a check list of expiry dates and remind parents to renew medications as required. To monitor and record the use of Asthma inhalers and any other medication. To inform parents when they are running low and need replacing
12. To maintain a current certificate of Paediatric First Aid Training and provide on-site first aid to pupils, staff and visitors
13. To ensure all medical information is updated on SIMs records. To inform relevant staff, including class teachers and first aiders on updated information
14. To monitor reportable infectious diseases and keep the Head Teacher and Health Protection Unit informed and updated
15. To compile incident information and complete online incident forms where required
16. To complete and update pupil health care plans and medicine forms annually as required
17. To maintain sufficient stock of first aid supplies for general use and also maintain localised first aid stations and school trip first aid kits and wrist bands. To also maintain stock of several stationery items
18. To update and supply annual figures for the school fruit scheme, children's milk supply and staff supplies and deal with any delivery discrepancies. To submit weekly figures and monthly online confirmations where required

19. To provide admin services for Breakfast Club and monitor attendance
20. To provide admin services for parent courses. Co-ordinating with the tutor, assisting parents to complete registration forms, monitoring attendance and sending out session reminders

### **Human Resources**

1. To undertake administration related to the recruitment of staff, including sending out application packs, arranging interviews and appointment letters
2. To maintain information on the school's Single Central Record of DBS for all staff, visitors, extended services and agency staff

### **Public Relations**

1. To produce letters and newsletters to parents and any publicity material
2. To co-ordinate the school Prospectus and its subsequent mail-out to relevant agencies
3. To organise hospitality, as necessary
4. To undertake specific projects, as required by the Head Teacher
5. To maintain a well organised office

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