

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST Administrative Assistant

GRADE 3

RESPONSIBLE TO Headteacher

PURPOSE OF THE JOB

To support the School in attaining its aims and objectives by providing an effective secretarial, and administrative service within the establishment.

MAIN RESPONSIBILITIES

- 1 Provide timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good secretarial practice
- 2 Ensure the effective reception of all visitors, email and telephone enquiries to the establishment in accordance with standards and procedures required
- 3 Generate correspondence and reports of a routine nature
- 4 Sort and distribute post. Operate outgoing postal system
- 5 Maintain school website and ensure compliance with Ofsted
- 6 Liaise with Admissions Team
- 7 Maintain stationery supplies and order new as required
- 8 Processing of all orders, goods received notes, invoices in accordance with the school financial regulations
- 9 Receive and check deliveries, distributing to relevant staff
- 10 Inputting data onto SIMS and Parentmail systems – maintaining pupil records
- 11 Monitor Parentmail payments and chase debtors
- 12 Look after sick / injured children
- 13 Any other duty relevant to the post