

## **CORBY OLD VILLAGE PRIMARY SCHOOL**

### **JOB DESCRIPTION – ADMINISTRATION ASSISTANT**

<b>ROLE :</b>	To support SBM/Headteacher in general admin duties	
<b>RESPONSIBLE TO:</b>	Headteacher/SBM	
<b>HOURS:</b>	32.5 hours per week	<b>WEEKS PER YEAR:</b> 39
<b>Pay Grade E:</b>	Scale point 13 -15	

To support the school School Business Manager (SBM) and Headteacher providing cover and efficient service of the school office.

#### **RECEPTION/TELEPHONES**

- Act as first point of contact for school. Provide an information service to school visitors, and staff as needed. Promote a positive image of the school.
- Respond to incoming telephone calls, answer queries where possible, and as required, to take messages, prioritise and pass to the appropriate staff promptly.
- Contact parents/carers when a child is absent from school without prior knowledge and report to SBM if necessary for monitoring.

#### **ADMINISTRATION**

- Receive and open school post, direct to Headteacher prior to any action.
- Develop and maintain the school's filing systems.
- To book staff on Courses and maintain diary as appropriate.
- Maintain Admissions Register if appropriate, admissions paperwork and all related correspondence.
- Generate and circulate general information correspondence/newsletters for parents.
- From Office and Headteacher diary, create and circulate weekly Bulletin to all staff

- Register pupils and order test materials as appropriate for statutory testing.
- Maintain the school website, ensuring that all documents are updated in a timely manner.
- Monitor individual pupil absence levels and liaise with the Head teacher to organise parent meetings and paperwork.

## **RESOURCES**

- To audit office/school consumable resources and regularly collate an order.
- To identify resources in catalogues and write order ready for SBM to process.
- To check orders on receipt against delivery notes and pass to SBM for payment.
- Organise events such as school trips, liaising with appropriate service users and outside providers within agreed policies and procedures to meet the needs of the school. Retain EVC status and ensure risk assessments kept up to date.

## **SECRETARIAL**

- To support the SBM/Headteacher, assisting to manage the Head/Office diary.
- Undertake general work processing for school staff.
- Undertake reprographic work as needed.

## **FINANCE**

- To collect payments and prepare and reconcile monies in preparation for banking.

- To book the most cost effective transport and make arrangements for school visits and activities, distributing letters to parents, receipts and maintain documentation of monies.
- To assist in processing orders and invoices with FSM system as required

**WELFARE**

- Provide support services to pupils who are ill at school.
- Provide first aid treatment to pupils as appropriate.
- Order, sell and re-stock school uniform.

**PUPIL RECORDS AND REPORTS**

- Working independently and scheduling own work administer pupil function on SIMS plus pupil intake process from initial offer letter through to registration. Responsible for preparing returns as required by central government and NCC ie census, workforce census.
- Assist in the maintenance of paper based pupil records and class lists.
- Assist with the reproduction of pupil reports.
- Maintain pupil and parent / contact data on SIMS
- Provide reports from SIMS to Head Teacher as requested
- Set up new school years on SIMS including pupil admission.

Take on additional responsibilities or perform any other duties which might reasonably be required by the SBM or Head teacher.

**Signed** .....

**School Business Manager** .....

**Date**.....