

Hamstel Infant School and Nursery

Member of Staff _____

Job description	Admin Assistant
Responsible to	Office Manager
Hours of Work	25 hours per week, term time only (8:30am to 1:30pm)
Salary Range:	Level 5, Points 7 to 12

Purpose of the job

- To provide an effective and efficient clerical and welfare support service to the principal, teachers and the school.
- To maintain administrative and financial duties to ensure that the schools needs are met and public relations are enhanced.
- To provide front of house, first contact welcome to all visitors.
- To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are fostered.
- To maintain high morale and to set an example of high quality performance.

Below is a comprehensive list of the types of duties the team of Admin Assistants will undertake. You may take the lead in some areas more than others may, but the team as a whole will be able to undertake all areas of work as and when required. The Office Manager will provide direction to the team on areas of work.

Office Admin Tasks & Duties:

- Reception desk duties at beginning or end of school day and/or when necessary.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the Inventory system.
- Ensure visitors are greeted appropriately and provide refreshments.
- Use the school's communication system, ParentPay, to contact parents / staff as required.
- To be responsible for the administration of pupil attendance for the school in order to exceed targets set by LA and Ofsted.
- To maintain the pupil absence data on the school's computer system, carry out first day of absence calls and follow up letters to parents as necessary, including leading on Level 1 attendance meetings with parents.
- Weekly attendance monitoring with the Office Manager to establish a plan of action to deal with issues of attendance.
- Produce analysis on attendance data following monitoring and tracking as required by the school and other necessary agencies.
- Attend Trust Attendance meetings and any other training regarding updates.
- Process children's holiday requests in keeping with school's policy and LA guidance.
- Create-resources and help with the organisation of internal events such as production of programmes, school trip and club letters and booking coaches/transport where required.
- To pay any monies received into the till immediately adhering to the process defined by the Office Manager at all times.
- To ensure that queries to the office are answered effectively including via telephone.
- Check all items / goods received into the school against delivery notes.
- Maintain general and pupil filing systems and maintenance of all office records.
- To help with arrangements for pupil photographs as directed by the Office Manager.
- To deal with correspondence and documentation as directed by the Principal, SLT and Office Manager.

- Undertake specific duties as laid down in the emergency evacuation procedures, including liaison with emergency services if required.
- Follow the procedure for daily school meals and to manage the school dinner procedure including updating the Cypad system, menus and allergens etc.
- Produce catering returns, checking accuracy with the kitchen.
- Monitor ParentPay, debts incurred for school dinners, contact debtors and issue reminders when necessary.
- Manage Cool Milk and Peaches Fruit service agreements to process and claim, including annual update of registration groups on milk company website.
- Process supermarket order on-line ensuring best value and reconcile orders received.
- Reconcile the income in the till as required.
- To administer first aid and prescribed medicines to pupils in keeping with school's policy.
- Maintain payments in relation to purchases of swim hats, badges etc.
- To have a thorough understanding of all aspects of SIMs (registers, pupil data, dinner money, attendance, liaison with SENCO to maintain data, etc.).
- To assist with the admission of Nursery and Reception children into the school, inputting pupil data into SIMs, downloading CTF files and production of pupil and class lists.
- To assist with the admission of all in-year admissions into the school, inputting pupil data into SIMs, downloading CTF files and updating pupil and class lists.
- To organise and disseminate all documentation to parents for the admission of pupils to Nursery, Reception and in-year starters.
- To assist with all arrangements for school leavers including the transition from Year 2 to Junior schools, uploading CTF files and updating pupil and class lists.
- Maintain and update manual and computerised pupil records and class lists, including regular maintenance of data collection sheets and circulate information accordingly.
- Assist with completion of appropriate paperwork for accident reporting, monitoring both electronic and paper records and undertaking termly audit.
- Be responsible for the preparation of dietary and medical information for classes and bases and keep this up to date.
- Prepare Pupil Health Care plans where appropriate, updating and circulating as required.
- Carry out regular stock checks – resources, medical and general.
- Be responsible for lost property and second hand uniform.
- Maintain the school clubs registers, being responsible for the administration of school clubs, including letters on ParentPay, compiling registers and arranging confirmation letters to pupils.
- To assist on the Business Continuity/Critical Incident requirements with the Office Manager and SLT.
- To be responsible for updating all information and resources in the Critical Incident bags.
- Maintain up to date procedures for all processes used.
- Maintain waiting list for Nursery and assist with termly ranking of admissions.
- Assist with termly Nursery Declaration Forms ensuring timely completion for Headcount.
- Be the named Data Champion in liaison with the Finance Director.
- Maintain school reception area.
- Assist with termly Book Fairs, including banking of monies and promoting event in liaison with SLT.

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

The post holder will undertake any relevant training and meetings.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

Participate within the Performance Management structure of the school as directed. The Post Holder will assist with the identification of annual targets arising from the main accountabilities set out in this job description and they will constitute the priority responsibilities for the year ahead. In doing so, accountabilities will remain flexible so that the post can reflect the changing needs of the school. Achievements by the post holder will be reviewed at least once a year.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.