**JOB DESCRIPTION**

**JOB TITLE Admin Assistant**

**Grade C**

**PURPOSE OF THE JOB**

To assist the Head teacher and work with other members of the admin and school team to maintain the efficient running of the school office. To provide a full range of administrative and clerical support to the Head teacher and staff. Provide reception cover and the first point of contact at school.

**RESPONSIBLE TO:** The Head teacher

**DUTIES AND RESPONSIBILITIES**

Main Duties

Communication

* To undertake reception duties, welcoming visitors and taking telephone calls in a manner which reflects the positive and approachable ethos of the school.
* Relay messages, contact parents/carers and other external agencies as and when required.
* To liaise with parents/carers regarding pupil sickness/ injury/absence etc.
* Typing of letters, newsletters, running reports, class lists and other word processing as required.
* Organise supply cover when necessary.

Office Administration

* Update the school’s Single Central register currently on an excel spreadsheet.
* Update the schools website.
* Photocopying documents and distributing information as required. Including checking there are always a supply of forms available to parents/staff ie absence forms, new pupil forms, medical forms etc and keeping all visitors signing in methods up to date.
* Assist with keeping the general filling system up to date in the office.
* Adding all orders to our school Finance Portal to generate a purchase order. Then ordering the required goods from the supplier.
* Assist with the opening and distribution of incoming mail and the sending out of outgoing mail.
* Using Parent pay to monitor all school meals, trips, clubs and payments to school..
* Assist with chasing up outstanding money for dinners, trips, afterschool clubs etc.
* Sending any invoices to the CAST finance team so they can be processed.
* Assist with end of the month payroll. Adding any claims, expenses or overtime to the spreadsheet ready to be sent to CAST for processing.
* Read and action emails on a daily basis and keep inbox clear.
* Complete Data returns as and when required

Pupils

* Issue information packs to new parents as and when necessary.
* Enter information onto SIMs. Update pupil information and attendance and run reports as necessary
* Calculate school dinner numbers and liaise with the kitchen.
* Counting money and complete appropriate forms to pay in money for school sales, charity/fundraising events and other events/sales/services within school.
* Follow up any pupil absences via phone.

Trips

* Assist with the arrangements for school trips and the collection of permission slips and money.
* Making transport arrangements

Staff

* Record staff absences and arrange supply accordingly with Head teacher.
* To book training in consultation with the Head Teacher.
* Keep up to date staff files
* Complete DBS checks for all new members of staff and volunteers

Other

* Participate in training and other learning activities and performance development as required
* To carry out any other administrative duties as and when required to maintain the smooth running of the school.