



Lanchester Endowed Parochial (CofE) Primary School

JOB DESCRIPTION

Name		Post	Admin Assistant
Reporting to:	Operations Manager		
Responsible for:	Providing effective and efficient clerical support to the school		
Liaising with:	Staff and Governors		
Working Time:	37 hours per week term time		
Salary/Grade:	Grade 2		
Disclosure Level	Enhanced		

The main purpose of the job is to be responsible for providing an administrative and clerical support service to facilitate the day to day running of the School Office.

Specific Duties

- To be responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school.

Nursery Administration

To assist the Office Manager in the following roles:

- To provide cover for the ParentPay system for Dinner money and Wrap Around Care and reporting debtors.
- Sending out letters and application forms for Nursery places.
- Update waiting list for Nursery.
- To check for eligibility for the 30 hour funding
- To access Synergy to update the EYFS funding information.
- Send out pre-start letters to parents of children on the Nursery waiting list.
- Collect preference details for nursery children.
- To co-ordinate between the nursery, teacher and kitchen staff as required.

Record keeping

- To assist in the maintenance of computer based records using SIMS to ensure that that these are all kept current and up to date including school to school transfers.
- To ensure that SIMS is up to date in order to complete the termly school census information to the LA.
- To be responsible for updating school attendance records daily and for the initiation of First Day Calls – contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence.

- To collate and send pupil data to the child health department on a termly basis.
- To prepare and complete documentation and returns in relation to admission and registration procedures and transfers to Secondary Education including, but not exclusively, common Transfer Procedures.
- To liaise with all feeder and other primary schools when children transfer including common transfer and transfer of school records to ensure a smooth transfer of pupils to the school.
- To manage, distribute and check yearly indemnity forms following up any none returns.

Finance

- To input invoices onto the Financial Management System liaising with the Local Authority Creditors Section as required and to assist with the ordering process, raising purchase orders and the return of batch invoices for payment by the Local Authority.
- To prepare the appropriate LA paperwork for new suppliers and to add any suppliers to the school's FMS system from the County Council supplier list on the portal.
- To keep all financial records in accordance to financial regulations.

General Duties

- To assist in updating the school website including keeping the school calendar up to date.
- To ensure all parental letters are sent to parents via the on-line platform including texting when requested.
- To assist in creating parent evening booking on the electronic platform.
- To deal with telephone calls and pass on messages.
- To deal with office enquiries and Reception duties accordingly.
- To deal with visitors, professionals, parents etc. who visit the school ensuring the signing in and out system is fulfilled.
- To be responsible for providing general clerical support including photocopying, typing, word processing and the sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.
- To open post and distribute as appropriate
- To liaise with multi-professionals, keeping a diary of school events, appointments, visits etc. To relay this information to appropriate staff.
- To photocopy prepared information from school in general and other information inside.

- To collate and type letters, reports, policies and other school documents.
- To create mail merge documents as required and to create electronic forms to enable timely responses from stakeholders.
- To despatch required information as appropriate.
- To assist in the preparation and collation of school reports to ensure these are delivered to pupils on time and in professional manner.
- To inform parents/carers of pupils reported ill whilst on school premises.
- To act as first aider and to provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- To ensure that medication and first aid is administered when required and that records are kept up to date. To update the medical register in consultation with the Operations Manager.
- To maintain accident records as required.
- To ensure all evolve records including risk assessments are uploaded in a timely manner.
- To provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities.
- To ensure that hospitality is provided for Governor meetings, setting up the room, refreshments for external agency meetings and all school events.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- To be a good team member and work well in a team.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- To fully support the Christian ethos of the school.
- The Post Holder may undertake any other duties that are commensurate with the post.
- To support the school's behaviour and other policies, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour.
- The Post Holder has common duties and responsibilities in the areas of:-
Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

Signed:

Date: