

Directorate:	Children's Services	School:	Lewis Street Primary School
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Job details

Job title:	Administrative Assistant
Grade:	Grade 2A
Location of work:	Lewis Street Primary School
Directly responsible to:	Executive Head teacher, Head of School and Executive School Business Manager
Hours of duty:	20 hours per week TTO plus 5 days

MAIN DUTIES AND RESPONSIBILITIES**Reception and telephone enquiries**

- To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- Dealing with complaints in a professional manner.
- Ensuring the safety and security of the school and children at all times, making sure that all visitors sign in and out correctly via the touch screen Entrysign system and verifying DBS information in compliance with school security protocols.
- Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers.
- Escorting pupils to class when required.
- Escorting parents and visitors to meeting rooms when required.

Administration

- Assisting the Office Manager and Executive School Business Manager with various administrative tasks and duties, utilising Microsoft word, excel, outlook email, SIMs, ParentPay and Parentapp Connect.
- Maintaining and updating school information, pupil records and databases.
- Providing general clerical support including photocopying, filing, emailing, scanning, laminating and word processing.
- Sorting and distributing mail on a daily basis.
- Sending Parentapp/text messages to parents when required.
- Maintaining and updating the Entrysign signing in system displayed in the reception area.
- Producing SIMs reports upon request from the Executive Headteacher and Executive School Business Manager.
- Receive and forward deliveries of goods.
- To assist with the organisation of school trips, including booking coaches and venues.
- To assist with the maintenance of the attendance/absence register on SIMS
- Making calls to parents or carers and/or sending out late and punctuality text messages
- Manage own time effectively, utilise physical resources effectively and in a way that ensures best value.

- To attend training courses which are a requirement of the role e.g. Safeguarding.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- Other reasonable duties as may be required by the Executive Headteacher, Head of School and Executive School Business Manager.

First Aid

- Administer basic first aid to pupils e.g. plasters, ice packs etc.
- Administering medicine to pupils as instructed per the medicine authorisation form completed by parents/carers

Other Duties and Responsibilities/Accountabilities

- Performing other duties as required by the Executive Headteacher and/or School Business Manager.
- Arranging refreshments for visitors and staff attending meetings at the school.

Safeguarding Responsibilities – All Staff

- The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.

Employers will be expected to comply with any reasonable request from their line manager and undertake work that may not be specified within the job description but which is commensurate with the pay grade.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date job description prepared/revised:

Prepared/revised by: S. Roberts

Agreed job description signed by holder: