**JOB DESCRIPTION**

**Job Title: Administrative Assistant**

**Job Purpose** To provide administrative support to the Office Manager. To be collectively responsible for the upkeep and order of the School Office. To provide frontline services and deal with enquiries on the telephone, emails or in person.

**Responsible to:** School Office Manager

**Location:** Tooting Primary School [and Graveney Trust Primary Schools as directed]

**Other Functional** **Relationships**: Headteacher, SLT, Head of Management Services

**Specific Tasks**:

* Ensure front line enquiries both in person, by email and by telephone from staff, pupils, parents and visitors are dealt with promptly and efficiently. To take specific responsibility for daily telephone and email enquiries and to be the first line of communication for parents and outside agencies.
* Greet visitors and guests to the school when required and escort visitors around the school when necessary
* Open and distribute post when required
* To be responsible for whole school message systems for parents and staff
* Update the school calendar and website
* Maintain a well ordered, tidy and effective office, paperwork and data filed appropriately and in a timely manner

* Ensure all pupil records and documents are checked and properly maintained, filed and manually/electronically transferred when pupils arrive and leave. Input above data onto SIMS and follow up on information raised – communicate this information to relevant parties
* Input data into school systems as required, assist with streamlining systems and procedures in liaison with the Office Manager
* Be pro-active in setting up and using appropriate systems for monitoring and producing data – in liaison with the Office Manager
* Daily reporting of staff absences
* Check budgets and process orders
* First Aid – be prepared to undertake training and provide First Aid as required
* Administer and oversee children’s medications as and when necessary
* Take responsibility for the administration of after school clubs
* Check and order stock and supplies as required ensuring that supplies are maintained as appropriate
* Support and monitor the collection of consent forms/medical forms for all day

visits and school journeys.

* Any other tasks deemed to be commensurate with the post or as and when cover is required.

**Additional Responsibilities:**

* To be responsible for School Attendance to include first day calling, collating of class registers, meeting with members of SLT to share attendance data, writing letters to parents/carers regarding attendance, attending School attendance panel [SAP] meetings
* To process school meals paperwork for pupils and staff and liaise with parents and staff to ensure that appropriate payments are made in a timely manner.
* To support the Office Manager in the provision of meal vouchers as required.

**Child Protection:**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people in relation to the post holder’s role within the school.

To be fully aware of the principles of safeguarding as they apply to children and young people in relation to the post holder’s role

To be aware of circumstances surrounding families that may become apparent during communications with family members and to communicate this information and any other concerns that the post holder might have to the Office Manager and the safeguarding lead in a timely manner.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

* To be passionate, motivated and proactive in finding solutions to situations as they arise.
* Ability to carry out general office skills and to deal with a variety of tasks such as filing and distribution of post, etc.
* Ability to communicate effectively in writing, on the telephone and face to face: draft correspondence independently; write and communicate verbally clearly and concisely.
* Ability to build and maintain an effective working relationship with a wide variety of people.
* Diplomatic approach in dealing with difficult situations.
* Ability to maintain confidentiality.
* Cultural awareness and sensitivity.
* Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
* Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.
* Ability to maintain strict confidentiality in all matters.
* Excellent ICT skills to a competent level, including Microsoft Office, Outlook, Excel and Google Suite.
* Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the School.
* A commitment to deliver services with the framework of the school’s equal opportunities policy.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Knowledge and understanding of the use of SIMS is desirable.