



## **JOB DESCRIPTION FOR ADMIN ASSISTANT**

### **MAWSLEY CP SCHOOL.**



**RESPONSIBLE TO:** Headteacher / Business Manager

**HOURS:** 24.5      **WEEKS PER YEAR:** 39

#### **PURPOSE OF JOB:-**

As a key member of our front office team, you will be the welcoming face of the school and play an essential role in ensuring the smooth running of our daily operations. Provide general administrative support to the school.

#### **Principle Working Contacts:**

Headteacher, Business Manager, Teaching Staff, Support Staff, Parents, School Visitors

#### **Areas of Responsibility and Key Tasks:**

- Managing pupil attendance and maintaining accurate records
- Updating and maintaining the school website and communication platforms
- Providing general administrative support to staff and school leadership
- Handling enquiries from parents, carers and visitors with professionalism and warmth
- Supporting the efficient day-to-day running of the school office and wider team
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for educational visits, events
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors; dealing with more complex visitor matters.

#### **Administration**

- Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence.
- Manage manual and computerised record/management information systems
- Produce lists/information/data as required
- Undertake routine administration e.g. registers/change of details

#### **Resources**

- Operate relevant equipment/ICT packages i.e: SIMS, Excel, Word
- Check off orders and secure storage of stock and supplies.
- Provide general advice and guidance to staff , pupils and others on routine matters
- Undertake routine administration

#### **Support for the School**

- 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
- Be aware of and support differences, and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the school
- Appreciate and support the roles of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and development, and performance reviews as required

*Any other duties requested by the Headteacher in both the everyday running of the school, or special events such as sports day, educational visits and raising money for the school.*

**NOTE:**

**The job description reflects the main tasks to be carried out by the post holder, and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the tasks may be reviewed from time to time to reflect changing departmental needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder and in accordance with the agreed assessment procedures.**

Signed and agreed by:

Head of Establishment..... Date .....

Employee..... Date .....