



St White's Primary School

Job Description: School Administration Assistant

Responsible to the Head teacher

Core Responsibilities

- To work with other members of the Administration Team to ensure the smooth and efficient running of the school office
- To greet visitors and parents to the school and assist them as appropriate
- To take phone calls enquiries and relay messages to relevant staff
- To contact parents on behalf of teachers during lesson times
- To input data on Parentpay
- To ensure that all visitors sign in and out and are issued with an appropriate visitors badge and safeguarding leaflet when appropriate
- To maintain adequate supplies of general school resources and stationery
- To keep the pupil filing system up to date
- To carry out routine typing including policies
- To photocopy letters to go out to parents, staff and governors
- Send out text messages/emails via Parentmail
- Set up/manage bookings for Parent Evenings
- To maintain the SCR/work with the SBM in relation to Personnel matters (non-financial)
- Assist with recruitment, including advertising, interviews, pre-employment checks
- Arrange supply as required by the school to cover absences for teachers/classroom support staff

General Administration

- To shred sensitive documents
- To assist parents in the use of the online booking system for Parents Evenings etc
- To maintain the school website
- To check and distribute deliveries and report discrepancies
- To co-ordinate school milk supplies for under5s, confirming numbers weekly for Cool Milk
- To order resources for class teachers and other staff, maintaining adequate records for the SBM
- To develop the school prospectus and ensure that the information is kept up to date, as required by the Headteacher
- To prepare the new intake pack/assist at the New Parents Evening (annual event)
- To photocopy school reports and file

- Arrange supply and issue all supply with badge, safeguarding leaflets
- Liaise with Supply Agency to make sure that all supply have DBS checks
- To maintain the school diary
- To compose the newsletter
- To maintain hard copy and electronic copy of the Single Central Record (including induction procedures) and present to HMI during inspections and governors during visits
- To undertake regular SCR checks with GCC Safeguarding
- To ensure that all necessary pre-employment and volunteer checks are made
- To complete and produce job descriptions and specifications
- To manage the administration of the recruitment process from advertisements To interview
- To be a member of the Emergency Response team (Media) and ensure, it is regularly updated in consultation with the Headteacher.

Safeguarding Responsibilities

In accordance with the School's Safeguarding and Child Protection Policy, the administrator:

- Maintains the Single Central Record and ensures it is up to date in accordance with legislation and guidelines.
- Holds a key role in the process of recruitment, with the senior leadership team, ensuring that:
 - Posts are advertised positions and then ensuring references and follow up procedures are completed in accordance with Safer Recruitment protocol.

Financial Responsibilities

- In accordance with the School's Finance Policy, to assist the Administration Team in counting and banking any ad-hoc cash and cheques received into the school on a timely basis including coding correctly either GCC or School Fund paying in slip, and reconciling this to the school banking summary sheet.
- To place all supermarket orders for Wraparound, and other areas of the school (meetings, visitors, medical and cleaning supplies), ensuring at the time of placing the order that all relevant areas of the school are adequately stocked. Ensure that all items are delivered as ordered and the paperwork given to the School Business Manager.
- To cost trips to ensure that all costs, including an element of administration, plus the Parentpay commission, are covered (excluding VAT) but not exceeded. To then perform a reconciliation of the trips to show costs incurred versus income receipts and FSM recharges. This should then be passed to the School Business Manager for review.
- To ensure that the school office supplies, stationery and resource cupboards are kept stocked and to raise, place and process related orders (once authorised by the School Business Manager *and/or the Head Teacher*). To source and process other orders as and when required by the School Business Manager.

Carry out such other reasonable duties as required for the effective operation of the School Office, consistent with the grade of post and experience of post holder.

Please note that the above duties are not set out in any particular priority. The School attaches priority to them all. Furthermore, it is the School's policy and a condition of your contract of

employment that the job description will be kept under review and may be varied from time to time to meet changing needs.

Arrangements for Appraisal of Performance

Performance will be monitored through the school's performance management programme and by the Headteacher.

Signed:

Date: