



Godinton Primary School

JOB DESCRIPTION

POST: Administrative Assistant

REPORTING TO: Senior Office Administrator then Headteacher

Job Summary

To provide clerical and administrative support to the school under the direction or instruction of senior staff, in order to ensure efficiency and effectiveness within the school office

Main Duties

1. To complete a full range of administrative/secretarial duties, including filing, photocopying, shredding and word processing.
2. Update manual and computerised records/management information systems ensuring that information is kept confidentially and is accurate and readily available. Using SIMS effectively.
3. To ensure good regard for data protection measures.
4. To lead medical needs and first aid provision.

Communication Duties

1. To be a first point of contact in the school office, welcoming visitors, dealing with parent queries.
2. To answer the telephone and deal with the enquiries received.
3. To contact parents as required for the collection of sick children or to report injury.
4. To locate children and staff in the school when required and pass to staff as appropriate, urgent messages.
5. To update the school website as required.
6. Use the Parentmail system to communicate with parents.
7. To put together letters for charity events e.g. Red Nose Day, Children in Need and set up Just Giving pages. Arrange and order activities for charity events such as Christingle making
8. Put together the Christmas Newsletter, book church service
9. Put together Harvest Festival letter and arrange collection of donations. Make arrangements for Harvest and Easter assemblies (church bookings etc.)
10. People Who Help Us posters. To be put up at the start of the new year and changed as staff leave or join.

Timetabling Duties

1. To work in conjunction with other office staff to co-ordinate the school diary and to draw up 'diary date' information to be distributed to staff. To update online school diaries.

2. Update the assembly timetable each term with dates and the member of staff delivering this then distribute to all staff. Use the template detailing topics to be covered on a two year rolling programme.
3. Managing letters to parents and groups for the Bikeability and Balance Bike sessions. Keep staff up to date on arrangements
4. Make course bookings on CPD online and update the CPD spreadsheet
5. Draw up the playground duty rota and ensure there are sufficient first aiders on site, share with staff
6. To co-ordinate and manage all aspects of the school photograph days, including drawing up timetables, informing staff and distributing proofs to parents.

Financial Duties

1. To work in conjunction with other support staff to:
 - Count any money which comes into the school for such things as charitable collections.
 - Investigate problems with deliveries, contacting suppliers where necessary.
 - General assistance to the School Business Manager if required, i.e. amazon orders, raising purchase orders, assistance with ParentMail payments

Stock Control Duties

1. To collect and collate the class orders for books, paper etc.
2. To check off stock deliveries and deliver stock to classrooms, photocopying room and other store rooms. Maintain the stock and general tidiness of the stock cupboard

Medical Needs Co-ordinator

1. Ensure orders for first aid resources are placed to keep stock topped up
2. Produce the medical alert handbook annually and update as required
3. Complete all necessary end of year and start of year medical tasks, first aid boxes in classrooms, communication with parents/carers re needs, collating information for staff etc.
4. Book first aid courses for staff
5. Attending meetings and typing up minutes, also updating internal health care plans with the support of the SENCO
6. To act as a first aider within the school and assist with children's personal care as required
7. To administer medicines in line with school policies.

General Duties

1. Mail and postal duties
2. When requested, to collate SATs papers at the end of the testing period. Ensuring safe storage of any test papers arriving in school.

Additional Duties

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.
2. Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
3. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also

participate in staff meetings and training days/events as requested.

4. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with the post.

Signed: _____

POSTHOLDER

Date:

Signed: _____

HEADTEACHER

Date: