

## **Alder Grove CofE Primary School**

### **Admin Assistant**

### **JOB DESCRIPTION**

**Salary:** Grade 3, SP 5 to 6, £23,500 FTE to £23,893 FTE (Actual salary: £10,599 to £10,776)

**Contract type:** Maternity Cover, Term Time, 20 hours per week

**Reporting to:** Operations Manager

#### **Context of Role:**

- To provide a high standard of administrative support to the school
- To be a member of the admin team

#### **Admin Assistant:**

The main responsibilities for this post are to:

- Provide administrative support to staff as needed
- Act as school receptionist, meet and greet all visitors to the school, deal with general parental enquiries by telephone, take messages and refer matters which are not of a routine nature to the appropriate person.
- Co-ordinate children's lunch ordering and produce daily reports.
- Co-ordinate the school's wrap around care provision (breakfast club and after school clubs) including producing daily reports, dealing with queries from parents and updating portal.
- To assist with the maintenance of the attendance/absence register on the school's management information system including following up absences.
- Create weekly newsletter.
- Assist with organising of meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder

#### **Monitoring, Recording, Reporting:**

- Support with monitoring of attendance including poor attendance/lateness. Reporting to Deputy Head and Pastoral Support Lead.
- Provide data for Headteacher for Governors using school MIS

#### **Other Professional Requirements:**

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To take responsibility for own professional development and duties in relation to school policies and practices.