



# Princes Primary School

## JOB DESCRIPTION

<u>Job Title</u>	<b>ADMIN ASSISTANT</b>	
<u>Grade</u>	<b>Grade 3</b>	
<u>School</u>	<b>Princes Primary School</b>	
<u>Responsible to</u>	<b>School Business Manager</b>	
<u>Liases with</u>	<b>School Business Manager/Headteacher</b>	
<u>Main purpose of job</u>	The main purpose of the job is to provide routine administrative and clerical support to the school to ensure that the administrative operation of the school is both effective and efficient.	
<u>Duties and responsibilities</u>	Leadership and Management	<ul style="list-style-type: none"> <li>• Support the aims and ethos of the school</li> <li>• Ensure that school policies relating to the role of Admin Assistant are complied with and objectives and deadlines are achieved.</li> <li>• Ensure appropriate conditions of service are adhered to.</li> <li>• Decide on priority order for own work</li> <li>• Know when to seek advice</li> <li>• Be aware of the need for confidentiality at all times</li> </ul>
	Personnel and Staffing	<ul style="list-style-type: none"> <li>• To take some responsibility for own professional development.</li> <li>• To participate in the staff development process</li> <li>• To work as a member of a team</li> <li>• To interact with children to contribute to and support the learning process</li> </ul>
	Facility	<ul style="list-style-type: none"> <li>• Reception duties</li> <li>• To monitor and replenish stocks in the first aid boxes</li> <li>• To monitor stocks of pupil welfare items</li> <li>• Maintain photocopiers and shredders</li> <li>• Health and safety administration duties</li> </ul>

	Administration	<ul style="list-style-type: none"> <li>• Be a first point of contact for the telephone</li> <li>• Be a first point of contact for the door ensuring all visitors sign in and all safeguarding procedures are adhered to.</li> <li>• Ensure all visitors reach their relevant contact in school.</li> <li>• Manage incoming and outgoing mail and balance the post book</li> <li>• Make tea and coffee for visitors</li> <li>• Sort out the conference room for visitors</li> <li>• Be responsible for updating the entrance hall notice boards</li> <li>• Be responsible for inputting pupil data on SIMS.Net</li> <li>• Be responsible for completing CTF files</li> <li>• Collate and organise the pupil annual review process</li> <li>• Maintain and update all pupil files.</li> <li>• Renew pupil information forms every year</li> <li>• Provide administration support to the Designated Safeguarding Lead</li> <li>• Be responsible for logging and monitoring pupil attendance</li> <li>• Undertake general office duties (photocopying, typing, laminating, filing etc and any other duties ad directed by the Headteacher and the School Business Manager)</li> </ul>
	General	<ul style="list-style-type: none"> <li>• Maintain awareness of current practices by attending training sessions as required.</li> <li>• Maintain confidentiality and security of information at all times and be aware of the requirements of the Data Protection Act 1998.</li> <li>• To note and report as necessary on matters affecting the health and safety of persons on the site. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees, visitors and contractors in accordance with legislation and the School and Council's Policies.</li> <li>• Undertaking other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post holder.</li> </ul>
	Contract Variations	<ul style="list-style-type: none"> <li>• This job description is not meant to be definitive nor restrictive, but act as a Broad Guide and outline to the postholder. It will be reviewed and changed from time to time according to the changing needs of the school.</li> </ul>