



Grazeley Parochial Primary School

JOB DESCRIPTION

Job Title: **Administrative Assistant**

Responsible to: Headteacher – Miss Celia Thatcher

Hours: 12 hours per week (plus extra when required)

Job Purpose: To provide efficient, effective and confidential administrative services to the Headteacher, Staff and Governing Body.

General Administration including:-

- Answering the telephone and dealing with queries.
- Greeting visitors to the school.
- Opening the post and responding to and forwarding as appropriate.
- Dealing with day to day correspondence, standard letters, reports, photocopying, etc.
- Administering dinner registers and phoning dinner numbers to Host School. Ensuring each class has enough up to date dinner registers in their boxes.
- Enter attendance information into SIMS on the computer. Follow up unexplained absence from school by phoning child's parents.
- Update medical information on all pupils and circulate to staff – termly.
- Check medical cupboard to make sure pupil medication is in date – inform parents of the need to provide replacement medical supplies when appropriate.
- Keep the first aid cupboard tidy and order first aid supplies when necessary. Ensure there is sufficient first aid slips in the first aid folder.
- Assist in the collection of consent forms and monies relating to school trips, charity events and photographs.
- Record staff absences on the electronic calendar.
- Assist Office Manager with planning for events such as coffee mornings, etc.

Finance Administration:-

- Administer purchase orders/invoices on to FMS.
- Complete a BACs run/Payment by cheque.
- Take delivery of parcel orders and check off items.
- Compile general resource list and place orders.
- Administer Petty Cash.

Additional Duties

- Attend training courses (where relevant)
- Voluntary attendance at school functions e.g. fund raising activities.
- Carry out any duties agreed between the post holder and the Headteacher.
- Carry out first aid if required (with appropriate qualifications)
- Be mindful of the school's safeguarding arrangements.

All aspects of school life are treated as confidential.