St. Elizabeth’s Catholic Primary School
A Voluntary Academy

ADMIN ASSISTANT JOB DESCRIPTION

The Governing Body of St. Elizabeth’s Catholic Primary School sets this job description within the context of its Mission Statement.

Main Purpose of the Job

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive
- To provide secretarial, clerical and administrative support to the Headteacher, Deputy Headteacher, Senior Finance and Human Resource Officer and other staff
- Contribute to the overall ethos/work/aims of the school and meeting the needs of the children
- Be aware of, support difference, and ensure equal opportunities for all

Main Areas of Responsibility

1. Customer Focus
   a. ‘Model’ excellent professional relationships with children, parents and other professionals in the school
   b. Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age

2. Reception
   a. Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries
   b. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff

3. Communication
   a. Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately
   b. Maintain notice boards, update timetables/rotas, sort and distribute mail

4. Administrative
   a. Provide general confidential secretarial service to the Headteacher, Deputy Headteacher, Senior Finance & Human Resource Officer and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required
5. Stock Control
   a. Checking goods, return unwanted items, arrange repair/servicing
   b. Raise orders where required ensuring that they are inputted on to the school’s financial system

6. Publications
   a. Assist with paperless methods of communication by sending out emails and post the newsletter onto the website. Photocopy and send out letters

7. Finance
   a. School Uniform - be responsible for the sale of school uniform, record and bank all income. Order and maintain stock levels as necessary
   b. School Meals - collect, receipt, record and bank all income in relation to school meals account, including weekly and monthly reconciliation. Liaise with parents regarding advance payments and send reminders for arrears according to school policy. Order meals daily, organise packed lunch provision for educational visits.
   c. Use SIMS dinner money module to track payments
   d. Review termly pupils’ meal requirements and constantly review the entitlement of free school meals, re-assessment and send reminders to parents

8. Voluntary Contributions
   a. Collect, record, and bank pupil monies and voluntary contributions for educational visits, clubs, maintenance and any other monies collected for events held at school

9. Data Management
   a. Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times

10. Attendance
    a. In conjunction with SLT & Learning Mentor, work with stakeholders in order to promote good attendance and to achieve attendance targets
    b. Follow school attendance procedures
    c. Produce attendance and dinner registers annually, include all details as required. Maintain and edit termly
    d. Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the school business manager as appropriate
    e. Enter daily attendance on the SIMS database
    f. Produce attendance certificates upon request
    g. Attend meetings about attendance with the SLT, school nurse and school social worker
    h. Show new teaching staff how to fill in registers correctly

11. Information Communication Technology
    a. Maintain spreadsheets designed by the Senior Finance Officer/Academy Trust Strategic Finance Office
    b. Maintain effective administration in the absence of the Senior Finance Officer

12. Admissions/Pupil Data
    a. Process pupil admissions in accordance with admissions policy
b. Maintain pupil database, amend/update records on the system, and print reports such as attendance & dinner money

13. Safeguarding
   a. Comply with policies and procedures covering child protection, health, safety and security
   b. Contribute to safeguarding the welfare of children in the school
   c. Maintain the security of property in a way that is consistent with school’s procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
   d. Maintain the visitors signing in system and ensure all visitors and contractors can be identified by wearing clearly visible badges

14. School Nurse
   a. Provide pupil data, including admissions and leavers

15. Accountability, Performance and Line Management
   a. Regularly review own practice, set personal targets and take responsibility for own personal development
   b. Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
   c. Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
   d. Keep an up to date professional portfolio (CPD file)
   e. Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
   f. Model high professional standards and be a responsible and effective member of staff, attending regular meetings with Head Teacher and Deputy Head as appropriate
   g. Appreciate, respect and support the role of other professionals

16. Other
   a. Undertake other such duties as directed and required from time to time.