|  |  |
| --- | --- |
| Cleves Cross Learning Trust  Cleves Cross Primary School  Job Description  Administration Assistant |  |

**Responsible to:- Head Teacher and School Business Manager**

**Main Job Purpose**: Provide administrative support to facilitate the effective and efficient operation of the school

Main Duties:

* To assist in ensuring the smooth and efficient operation of the school’s administrative systems through good liaison with colleagues, children and parents
* To assist to liaise with other agencies to support school’s work
* Assist in the operation of the school’s computerised system SIMS and FMS for:

Pupil records

Purchase of orders and payment of invoices

Attendance

Word processing

* To ensure the school office operates efficiently by:

Receiving visitors, dealing with enquiries

Handling post

Answering telephone calls

Assisting with stock checks

Checking deliveries on arrival and arranging their distribution and storage

Assist in the collecting and accounting of monies in receipt of

* + School Meals
  + School Fund
  + All other school income

Operate an efficient filing system

* Ability to present as a role model to pupils in speech, dress, behaviour and attitude
* Role requires working with a team
* Oversee children’s illnesses and accidents, inform parents and staff as appropriate and ensure that records are kept.
* To attend any training courses relevant to the post, ensure continuing personal and professional development
* Any other duties in line with the grading of the post