



DURHAM TRINITY SCHOOL & SPORTS COLLEGE

JOB DESCRIPTION

Name		Post	Senior Administrative Assistant
Reporting to:	Director of Resources		
Responsible for:	Providing an effective and efficient school administration system		
Liaising with:	Staff and Governors		
Working Time:	37 hours per week (term time)		
Salary/Grade:	Grade 5		
Job Evaluation Reference No.	N6842		
Disclosure Level	Enhanced		
<u>Specific Duties</u>			
<ul style="list-style-type: none"> • To carry out duties related to school meals – using ParentPay to monitor payment for school meals sending out reminder letters as necessary, informing kitchen of dinner numbers including latecomers etc, associated paperwork, ensuring free meals register is up to date. • To prepare/input pupil data as required by the school, LA, DfE and other relevant agencies. This may include daily, weekly, monthly termly and annual returns. • To administer pupil admission/leaving procedures including preparation of documentation and records. This will include upkeep of admissions records. • To distribute information to parents as appropriate, to ensure the smooth and efficient organisation of the school and keeping parents up to date with relevant information. • To contact parents using the school system to ascertain non-attendance and to prepare attendance reports for Headteacher. • Administration of educational visits including sending letters to parents and ordering packed lunches. • To maintain the asset register using the Every Asset Manager System. • To carry out budget reconciliation and input petty cash receipts onto FMS. • To monitor the Single Central Register ensuring all staff certificates are up to date. • Responsible for the day to day running of financial aspects of the school including the issuing of invoices, receipt, counting, banking and recording or monies received. • Liaise with School Funding Creditors on queries relating to payment of invoices. • To support the Director of Resources with the line management of the Administrative Assistants and Receptionist. • To contribute to the marketing and promotion of the school using a variety of communication methods. 			

General Duties

- To support the school's behaviour and other policies, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour.
- To carry out duties relevant to the post. Variation, in consultation with the post holder, may also occur without changing the general character of the post.
- To attend training and access training to enable understanding and completion of the duties of the post.

Signed

Date