

JOB DESCRIPTION

Post title:	Senior Administrative Assistant
Academy:	Atkinson Road Primary Academy
Reporting to:	School Business Manager
Salary/Pay range:	£27,525 FTE, actual £22,732
Hours of work:	35 hours per week, term time only plus 3 training days

Purpose of Job

To ensure a high-quality support service is delivered for the school; providing administration, finance, HR and organisational support to the school.

To be the first point of contact for the school ensuring the first impression set by the school achieves the tone of the school ethos.

The role and work of the Senior Administrative Assistant involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters. To support the School Business Manager in delegated tasks through the provision of efficient and effective support services within agreed priorities.

Working in a busy office there will be rotation of responsibility throughout the course of your career at the academy. The following list includes most of these shared responsibilities.

Main Duties and Responsibilities

- To be a positive and welcoming first point of contact for parents, pupils, staff and external visitors.
- To be responsible for the smooth running of the reception function in school.
- To answer calls, take messages, respond to emails, sending emails and operate the intercom system and ensure visitors are signed in.
- Liaise with parents/carers and distribute correspondence to parents/carers and staff.
- Support the academy with admissions in accordance with the Trust's Admissions Policy.
- To maintain accurate and up-to-date attendance/lateness records to ensure ongoing monitoring of attendance for all children to promote good attendance across the school.
- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone or other means including checking the school answerphone for absence messages and record appropriately on SIMS.
- Process and record children who arrive late, leave during the school day and those who are collected late after the end of the school day.
- Ad hoc driving of school car as and when required.
- Maintain pupil data base (SIMS.net), amending and updating pupil records, as and when required, and producing reports.

- Producing various reports from SIMS including, dietary reports, medical reports and fire registers.
- To administer CTF's both incoming and outgoing using SIMS and the secure data transfer system.
- At times support the production and submission of the academy's census in conjunction with the School Business Manager, Senior Leadership Team and Head Teacher.
- To be responsible for the operation and maintenance of the school's online payment system and Pupil Database, currently School Comms and SIMS, producing reports as directed.
- Responsible for the receipt and banking of monies, keep accurate records ensuring that cash and accounting procedures are correctly carried out.
- Maintaining stock control.
- Ordering of whole school resources and pupil uniform using the school finance system.
- Support with the management of the day-to-day operation of finance, including raising purchase orders, receiving and checking stock orders, matching with delivery notes and dealing with invoices.
- Updating and maintaining medical, allergy and dietary forms.
- Provide secretarial/administrative and clerical support to leadership team, class teachers and school business manager.
- Undertake photocopying, printing, scanning and laminating, as and when required.
- Undertake collating pupil reports, as and when required.
- Managing a text messaging system and sending texts to parents, when required.
- Booking staff on training courses.
- To assist with open days/parents' evenings when requested throughout the year.
- Be responsible for reprographic machines including, reporting faults and the ordering of toners.
- Checking the weekly free school meal lists sent from the Local Authority and updating SIMS.
- Utilise experience to help solve problems that arise and alert the necessary school personnel and / or contact outside providers/contractors as directed.
- Contribute to reviews of administrative systems and procedures.
- Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required.