

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Senior Administrative Assistant</b>
<b>Academy:</b>	<b>Thomas Walling Primary Academy</b>
<b>Reporting to:</b>	<b>Academy Operations Manager</b>
<b>Salary/Pay range:</b>	<b>£27,525 full time equivalent, £23,505 actual salary</b>
<b>Hours of work:</b>	<b>37 hours per week, term time only plus 3 training days</b>

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### **Purpose of Job**

#### **Main Duties and Responsibilities**

- Responsible for the processing of pupil admissions in accordance with the Trust's Admissions Policy, including, maintaining waiting lists, contacting link governors, sending offer letter to parents and meeting with prospective parents for completion of the necessary documentation.
- Liaise with the Local Authority regarding eligibility for 2 year old provision, 30 hours nursery, Free School Meals. Submitting the relevant data as required.
- Maintain pupil data base (SIMS.net), amending and updating pupil records, as and when required, and producing reports. Submit the termly school census.
- Collect, record and bank pupil monies/cheques.
- Ordering of whole school resources and pupil uniform using the school finance system.
- Receiving and checking stock orders, matching with delivery notes. Processing invoices received and adding to the Trust finance system in liaison with the Trust finance department.
- Maintaining stock control.
- Be responsible for administering medicine to pupils.
- Updating and maintaining medical, allergy and dietary forms.
- Provide secretarial/administrative and clerical support to leadership team, class teachers and Academy operations manager.
- A working knowledge of IT operating systems, including, Word and Excel.
- Undertake photocopying, printing, scanning and laminating, as and when required.
- Be responsible for franking and posting outgoing mail.
- Be proactive in the booking of supply teachers.
- Producing various reports from SIMS including, dietary reports, medical reports and fires registers.
- Managing a text messaging system and sending texts and e mails to parents, when required.
- Booking staff on training courses.
- 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.
- Ensure accurate recording of pupil premium information in SIMs.net.
- Updating the school's milk supplier with any changes to under five year olds and pupils included in the school payment scheme.
- Communicating with parents and outside agencies.

- Perform reception duties answering telephone calls, responding to emails, sending emails and taking messages.
- Maintain school calendar.
- Cover the work of admin/reception staff in cases of short term absence.
- 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 where required.