Bishop John Robinson Church of England Primary School
Hoveton Road, Thamesmead, SE28 8LW
0208 310 9160

JOB DESCRIPTION	
ADMINISTRATIVE ASSISTANT	
Reporting to:	School Business Manger
Hours:	8:30am – 4:00pm, Monday to Friday, term time only (39 weeks)
Grade:	APT & C Scale 3 (spinal points 5-6)

Purpose of Job:

- To be responsible to School Business Manager (SBM) by undertaking typing, clerical and general office duties and maintaining at all times strict confidentiality in all aspects of the position
- Assist in the effective and efficient running of the School office

Generally:

- To be sympathetic with the ethos of the school
- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- Communicate clearly, respectfully and professionally with pupils, parents, colleagues and other stakeholders
- To answer the intercom / CCTV system whilst having a high regard for security
- To ensure visitors sign in and are provided with a visitor's badge
- To offer and provide refreshments for visitors
- To produce letters and other relevant documents as required
- To provide administration assistance as required by the Leadership Team
- Ensure all information is treated confidentially and have absolute discretion at all times
- Working with/liaising with all stakeholders
- Use IT hardware and relevant software packages efficiently and effectively to access, manage, retrieve and share the various types of information relevant to the role
- Maintain filing systems, both paper and electronic, efficiently and in accordance with current systems and processes
- Ensure that documents are prepared and data is entered into IT systems accurately and on time
- Know where to get help and support
- Know how to respond in an emergency and how to secure assistance quickly
- Know the limits of the role and when to refer people or issues elsewhere
- To understand the importance of safeguarding and to act on any safeguarding issues in accordance with school procedures
- Use feedback and personal reflection to improve own working practices

- Maintain a clean, tidy and safe working environment
- Work collaboratively as part of the Administrative Team
- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy
- Ensuring GDPR legislation standards are met at all times
- Be familiar with the diary for each day
- Promoting the school in all ways possible to all stakeholders
- Be willing to cover the urgent and priority work of any absent colleague to ensure that the work of the admin team is not disrupted

Specific duties linked to this post

- Monitor and maintain an accurate computer record of pupil attendance
- Monitor the late arrival of pupils and maintain an accurate and up to date computer and paper based records and files
- Contact parents/carers to establish the reasons for pupils' absence by telephone, emailing or texting
- To work closely with the School Business Manager, the Attendance Officer and Headteacher to establish and agree upon authorised absences and agree actions accordingly
- Meet with the Attendance Officer termly
- Maintain and monitor the school's attendance records and produce returns and reports as necessary
- Monitor and maintain accurate records of dinner money and liaising with School Meals service – completing returns. Follow all processes for the handling and banking of dinner money meticulously
- Liaise with Finance Officer when necessary
- Liaising with Pupil finance in relation to Free School Meals
- Chase bad debtors for dinner money
- Undertake the administration of all school trips and school journeys in liaison with the Headteacher and the trip/journey party leader
- Stocktaking and regular monitoring of school stationery and consumables stock levels and ordering of replacement stock
- Typing & distributing weekly parents newsletter
- Typing & distributing weekly staff bulletin in liaison with School Business Manager, Assistant Headteachers & Headteacher
- Assist Headteacher in the administration of the end of year SATs tests
- Opening of incoming school post and distributing to relevant staff
- Producing promotional leaflets as required
- Typing correspondence and reports when required
- Checking off deliveries to the school and liaising with Premises Manager regarding their final destination
- Updating admin noticeboard on a daily basis from diary/staffroom noticeboard
- Helping the SLT to promote the school in the local and wider community
- Updating school website when required
- Be willing to administer first aid and undergo training as required

Equal Opportunities Statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within Bishop John Robinson CofE Primary School

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade of this post as determined by the School Business Manager.

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protections procedures adopted by the Governing Body and the school.