



# **Bishop John Robinson CE Primary School**

## **Job Description**

**Designation of Posts:** Primary School Administrative Assistant  
**Grade:** Scale 3  
**Hours:** Monday-Friday 08:30-16:00 Term time only

### **Duties of Posts:**

#### **A Administrative Assistant**

To be responsible to Office Manager (OM) by undertaking typing, clerical and general office duties and maintaining at all times strict confidentiality in all aspects of the position.

#### **Specifically**

1. To assist in receiving and welcoming visitors to the school and, at all times, dealing sensitively with pupils and adults alike.
2. To undertake the following duties:  
Typing, answering the telephone, word processing, photocopying, duplicating, accepting deliveries, acting on issues addressed by the school nurse, assisting with administration of medicines, archiving and filing in support of the school office, attending INSET, maintaining an appropriate level of stock and placing orders as appropriate.
3. On a daily basis, to record pupils' meals on the computerised SIMs "Dinner Money" package and registers. To assist the OM in ensuring that banking is correct and up to date. To report to the OM and write letters to debtors on a weekly basis. To liaise with the school cook on a daily basis and to agree the numbers of dinners for pupils and adults at the end of each week and term. To complete returns to the Local Authority.
4. To maintain and update pupil records of personal particulars and contact numbers using SIMS.net at the point of pupil entry and at regular intervals thereafter. To complete entry documents to alert teaching staff to the arrival of a new child and, when received, the files from a previous school. To set up new record folders and ensure the issuing of a UPN when appropriate. On pupil transfer to a new school, to ensure that documentation is passed on both electronically and by post as appropriate.
5. To open, date stamp and distribute post.
6. To liaise with Educational Benefits in respect of FSM entitlements.

7. To assist in the organisation and routing procedure for school photographers, dental visits etc.
8. To deal with day to day pupil requests as required eg phoning home to pass on a message.
9. To manage the provision of fruit and Milk for pupils in KSI liaising, as appropriate, with the contractor and staff.
10. In the absence of the OM, to undertake other general office duties as are commensurate with the level of responsibility of the post holder.
11. To be responsible, under the management of the OM, for the complete SIMS Attendance package; this includes the recording of daily pupil attendance, printing reports, statistics, letters. To report back to the OM on all issues regarding absentees.
12. To input assessment data on to the computerised systems in accordance with agreed procedures and under the guidance of the OM and appropriate senior managers. Appropriate training will be provided to support the post holder.
13. To undertake such duties, from time to time, as are requested by the OM and commensurate with the grade of the post.
14. In dealing with members of the school community to be mindful of the School's and Council's Equal Opportunities policies.
15. In discharging the duties of the post to have due regard to the provisions of the Health and Safety at Work legislation.

**Designation of Post to which post holder normally reports:**

Office Manager