

Ludlow Junior School

Job Description

Post Title: Administration Assistant
Responsible to: Schools Business Manager
Salary Scale: Grade 6 (SCP 12-17)



General Responsibilities:

- Support the Administration team in all aspects of reception duties and its presentation. Operation of the school switchboard in line with school policies and general office administration that includes managing email communications, and securing a good understanding of the 'school day' in order to actively respond to visitors, questions and queries confidently and effectively.
- Present a professional and welcoming introduction to the school for all of the school community whilst ensuring that all relevant procedures around COVID, safeguarding and security are adhered to.
- Be effective in maintaining and updating the school's electronic signing in system, ensuring that all visitors and staff actively display identification at all times, and sign out appropriately. Maintaining and applying housekeeping routines effectively. Prepopulate the electronic system to support expected visitors identified in the school calendar.
- Undertake manageable photocopying requests and support teaching and learning teams with call outs for reprographic engineers as required
- Ensure reception tidiness and presentation including the appropriateness of communication and displayed materials.
- Comply with school safeguarding requirements at all times including updating the Single Central Register.
- Maintain attendance and dinner registers ensuring that accurate and timely information is available, with particular attention to the availability of emergency evacuation registers each session.
- Support the Administration team in the first aid room as a Qualified First Aider, involving requirement to make prompt assessment of all who present as unwell or injured, and keep prompt and accurate records.
- Maintain all paper records for pupils ensuring these are accurate and up to date to allow for correct school to school transfer at the end of Key Stage 2
- Retain confidentiality and sensitive information in line with GDPR regulations, supporting families as part of the schools widest remit
- Support pupil wellbeing and individual needs including personal and medical aspects
- Support the Administration team in maintaining an effective Schools Information Management System (SIMS) database by keeping up-to-date records with accuracy and sensitivity including paper files.
- Support the legal processes for registration and attendance are complied with accurately. This may include parent liaison and communication directly in respect of attendance in chasing reasons for absence, recording accurately in SIMS whilst remaining responsive to DfE direction.
- Parent Liaison in regard to chasing payments of unpaid items, i.e. dinner money, school trips etc, remaining in effective dialogue with the Finance Officer around escalation of overdue items.
- Handling payments from customers in accordance with school policies and ensuring accurate record keeping of such payments, supporting access to Parentmail and Pluspay.
- Support the Administration team in the organisation of trips and events, setting up accurate accounting records using the school's finance software or other appropriate methods, processing payments for such and making ready for the finance team.
- Maintain effective and accurate communication to the school community using various methods (face to face, telephone, virtual meetings, email, Parentmail).
- Effective and appropriate communication at all levels throughout the school community.
- Responsibility for opening and distributing post daily and ensuring confidential post is dealt with in a sensitive manner. Ensure that outgoing post is prepared accurately and dropped at a postbox or post office daily.
- Accept small deliveries, and liaising with the Catering and site teams around larger deliveries and provide a support service to ensuring resources are properly checked off and stored
- Provide a support service to ensure that classroom stock is ordered, available and well maintained.
- Other core admin functions such as admissions and transfers, bi-weekly newsletter, maintaining class packs, afterschool club administration and SIMS housekeeping.

Supporting the School:

At an appropriate level, according to the job role, grade and training received, all employees of the school are expected to;

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life;
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop;
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately in line with the General Data Protection Regulations (GDPR).
4. Be aware of health and safety issues and act in accordance with the school's health and safety policy;
5. Stay up-to-date with, understand and fully comply with all the school risk assessments;
6. Support other members of staff by providing an exemplary support service facilitate their ability to fulfil their responsibilities.

Other Duties:

- To maintain their own Continuing Professional Development by booking and attending the necessary relevant courses.
- Such other duties as may reasonably be allocated within the purview of the post.

This job description may be amended at any time after discussion with you.

Reviewed by Debbie Rooke June 2022

Signed:.....

Print:.....

Date:.....