



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

TITLE	Administration Assistant
SALARY	Scale 3 pt 5-6
HOURS OF WORK	25 hours per week (Term-time only)
MAIN PURPOSE OF THE ROLE	To carry out reception duties and provide flexible administrative support throughout the school as required, ensuring the effective and efficient operation of the school office.
SUPERVISORY RESPONSIBILITY	None
RESPONSIBLE TO	Headteacher/Senior School Administrator/Senior Leaders

RANGE OF DUTIES

Administration

- Serve as the first point of contact for all school enquiries from pupils, parents, staff, and visitors, consistently demonstrating a professional, friendly, and welcoming attitude that reflects the school's values and vision.
- Manage general office duties including reception, telephone enquiries, and correspondence/communication with parents, carers, teaching staff and external agencies.
- To undertake general administration work including typing, preparing and distribute communications such as newsletters, letters, school events, the school website and emails to parents and staff to support the educational work of the school.
- The accurate recording of all personal communications with parents/carers and/or agencies in connection with pupils.
- Collate weekly achievement information from classes and communicate certificate awards to parents in preparation for Celebration Worship.
- Monitor visitor sign-in procedures and maintain accurate visitor records in accordance with safeguarding requirements."

Attendance and pupil management

- Manage pupil attendance and lateness daily, including conducting absence checks and following up absences in line with school procedures.
- Check and maintain Pre-School registers.
- Confirm daily school meal numbers and communicate these to the relevant catering provider or staff.
- Following up on absences in line with school policy such as first day calling, updating the attendance team or leadership with any issues arising.
- To update and maintain accurate pupil records using Bromcom management information system with information such as emergency contact data, medical & other pupil data
- Making calls as required to parents and external contacts.
- At all times display a professional approach in relationships with other staff, pupils and parents and recognise the confidentiality of issues relating to pupils and the school.
- To attend staff training and meetings when required to do so.

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School clubs, trips, and external providers

- Monitor and maintain school club registers.
- To support the coordination of planning for school clubs and extracurricular activities, including booking spaces, consulting with staff, and managing attendance.
- To support the administration of payments such as school meals, trips payments, and other fee collections e.g. monitoring payments received and advising the Senior Administrator of any concerns.
- To provide administrative support to the PTFA including marketing events, arranging payments and collating pupil lists for such events.
- Administer school clubs and educational trips, including parent communications, consent forms, registers, waiting lists, payment monitoring and attendance records
- Organise school trips and support associated administrative processes.

Purchasing

- Enter deliveries and maintain accurate delivery records.
- Manage and monitor school stock levels, ensuring supplies are replenished as required.
- Organise and process returns with suppliers where necessary.

Income

- Raise Out of School Club (OOSC) charges and maintain associated records.

Debt Recovery

- Issue weekly reminders for outstanding balances and unpaid charges.
- Contact parents regarding outstanding balances in accordance with the school's debt recovery procedures.

Safeguarding

- Ensure all administrative practises support the safeguarding ethos of the school, including secure handling of sensitive information.
- To be responsible for ensuring school security arrangements are always complied with, including ensuring visitors have signed in and visitor's badges are issued, and providing hospitality for visitors to the school.
- Maintain full awareness of and strict compliance with policies and procedures related to child protection, health and safety, security, confidentiality, and data protection, reporting any concerns promptly to the designated safeguarding lead or appropriate authority.

Skills and Competencies

- Contribute to the positive ethos of the school by ensuring the office environment is welcoming and professional.
- The postholder is expected to work on their own, using their initiative and organisational skills to meet deadlines. It is also important that the postholder can work as part of a team.
- The post involves communicating with a wide range of people, e.g. other members of staff, parents, carers, children, governors and outside agencies. Therefore, the postholder must have strong communication skills (oral and written).
- Proficiency in Microsoft Office and computer literate.
- A good standard of English and mathematics is essential as written communication will be a regular feature of the role.

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- Ability to work independently and as part of a team, showing flexibility and adaptability.
- Understanding of the needs of a primary school environment and sensitivity to the diverse backgrounds of pupils and families.
- Commitment to maintaining confidentiality and discretion in all aspects of work.
- The school office can be extremely busy. There will be a range of demands on the postholder; therefore, it will be necessary to remain calm and focussed, ensuring that the correct level of service is always provided.

The above list is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade.

All members of staff will need to undertake an Enhanced Certificate from Disclosure & Barring Service and will be asked to subscribe to the DBS Update Service. The applicant will need to bring the Certificate to the Head teacher or School Business Manager within 7 days of receiving the Certificate.

This Job Description will be reviewed on an annual basis or at any other time requested by the Headteacher.

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE & SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)	Qualifications in literacy & numeracy (A-C grade GCSE or equivalent) Competent in the use of ICT and Microsoft Office Excellent organisational and communication skills Effective time management skills	Experience of working on educational office software Financial qualification	<i>Application Form Interview References Certificates</i>
PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING	To attend training and meetings outside of term time if required. Commitment to the apprenticeship qualification		<i>Application Form Interview Certificates</i>
EXPERIENCE	Demonstrable experience of working in an office environment.	Previous experience of working within a school office	<i>Application Form Interview</i>
INITIATIVE	Ability to be flexible and work as part of a team Ability to work well under pressure Ability to maintain confidentiality Ability to work on own initiative		<i>Application Form Interview</i>
CIRCUMSTANCES	Able to attend staff training and/or meetings outside of normal contracted hours.		<i>Application Form Interview</i>

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