

Admin Assistant

Job Description

The School Admin Assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities may include all or some of the following:

General administration	• Update manual and computerised record/information systems • Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary • Manage and organise completed forms from parents • Extended schools admin & Dinner Money Debt • Report any issues with the school's IT systems • Send out any communications regarding our extended schools provision, maintaining attendance registers, monitoring payments and managing debt • Oversee dinner money payments along with managing debt • Organise and distribute incoming and outgoing post • Support with organisation of school events such as Bikeability, guest speakers etc. • Provide administrative support to staff as needed • Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times • General office duties and other tasks that may arise from time to time
Attendance administration	• Monitor the late arrival of pupils to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
Reception	• Act as the first point of contact for parents and visitors arriving at the school • Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner • Administering first aid and welfare support to pupils and liaising with parents when pupils are sick. • Respond to messages promptly and accurately, passing on information to relevant staff members as necessary • Assist staff and pupils with the information and support they need

Security	• Write and send email responses that are professional and uphold the school's vision and values • Update and distribute online and offline communications to parents, staff and other stakeholders • Assist with marketing and promoting the school and updating website content
Communication	• Write and send email responses that are professional and uphold the school's vision and values • Update and distribute online and offline communications to parents, staff and other stakeholders • Assist with marketing and promoting the school and updating website content
Other areas of responsibility	• Establish good working relationships with the admin team members across all three sites • Read and follow the relevant school policies • Undertake training required to develop in the role • Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy • Contribute to the safety of children and young people and protect them from harm

Notes:

This job description may be amended at any time in consultation with the post holder.