

Lower Peover C.E Primary School
The Cobbles
Lower Peover
Knutsford
WA16 9PZ

Post title: Admin Assistant (Part Time)
Grade: 3
Responsible to: School Business Manager & Head Teacher
Responsible for: Admin support in our school office

DUTIES & RESPONSIBILITIES

- 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, record and pass on messages as appropriate
- To monitor main admin email address, respond to and resolve questions & requests promptly
- To ensure visitors sign in and are provided with a visitor's badge
- To record DBS numbers where appropriate
- To provide refreshments for visitors
- To produce letters and communications
- To distribute internal and external post and correspondence as appropriate
- To complete & distribute weekly calendar to all staff
- To undertake filing and photocopying: to assist users with the operation of the photocopier including stocking paper, changing inks and attempting to resolve issues.
- To be responsible for the maintenance and monitoring of the photocopier & printers.
- To liaise with Site Manager (or SBM) when deliveries arrive
- To provide administration assistance as required by the Senior Leadership Team
- To monitor and maintain accurate SIMS record of pupil attendance
- To monitor the late arrival of pupils and maintain accurate and up to date records
- To contact parents/carers to establish the reasons for pupils' absenteeism by telephone and email
- To maintain and monitor the school's attendance records and produce returns and report as necessary
- To supervise / liaise with the SBM to ensure all new parents are provided with relevant information
- Produce weekly attendance figures for newsletter & head teacher requirements
- Run reports for termly attendance, complete certificates & distribute
- To manage, monitor & update the use of ParentPay and Cypad systems
- To organise, book & manage class trips, events, residential visits, including venue, coach, communication to parents and equipment required for trip e.g. first aid bags
- Maintain whole school medical conditions file & asthma register (and update SIMS)
- To assist with visits from school nursing team & other external agencies
- To monitor & maintain stationary & resources and order supplies as necessary
- To replenish class stationary boxes each half term (or when required)
- To produce quarterly lettings invoices (liaise with SBM)
- Coordinate and manage all after school club activities (staff led) and liaise with parents
- Work with internal school bus staff member to ensure correct children are placed on the bus each afternoon
- Ensure any Adult Volunteers in school have completed the relevant paperwork.

- Ensure all staff have signed relevant annual paperwork e.g. Pecuniary Interests/Code of Conduct/ICT Acceptable Use Agreement
- To book staff training requirements and maintain file
- Liaise with Catering Supervisor to confirm numbers of school lunches taken for billing purposes
- Manage room timetables

Ensure all information is treated confidentially and have absolute discretion at all times

General

- To be able to work under own initiative, be able to multi task, be computer literate and have knowledge of school office systems.
- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.
- Participate in the school's appraisal scheme, ensuring that performance standards/targets are set and met within the agreed time scale
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

The duties above are neither exclusive nor exhaustive, and the post holder may be required by the School Business Manager and/or Head Teacher to carry out other appropriate duties within the context of the job, skills & grade