



## **Cranleigh CofE Primary School**

### **Job Description**

**Admin Assistant:** 33.75 hours per week Monday – Friday, 39 weeks per year (term time + 5 inset days)

Responsible to: Trust Business Manager and Head teacher

Purpose of the Job: To provide effective and efficient admin support for our busy school office.

**Grade: PS3**

### **Job Purpose**

To provide support with routine administrative activities, as a member of the school office team, under the direction and guidance of the Senior Admin Lead and School Business Manager. To provide high quality customer service to parents/carers, pupils and other stakeholders.

### **Duties and Responsibilities**

To include but not be limited to:

#### **General**

- To be a point of contact for both face to face and telephone enquiries and take messages where appropriate in an efficient, warm and friendly manner
- To answer phone queries efficiently
- To ensure the school security arrangements are always complied with including the issue of visitor badges and signing in
- To accept and sign for deliveries as appropriate
- To distribute post as appropriate
- To provide admin assistance to the senior leadership team as required
- To maintain main school diary, accurate records and maintain stocks of office stationery
- To send out letters as required to parents from Head and other staff
- To update the diary dates and term dates each term and manage the Heads diary
- To keep Arbor and Scopay up to date with pupil information them up to date providing accurate information for all pupils.

#### **Registers**

- To monitor the late arrival of pupils and contact parents/carers to establish reasons for pupils absenteeism by telephone
- Produce daily Breakfast club/After School club registers when required
- Maintain and distribute registers for all after school clubs

## **Dinners**

- To make up, maintain and distribute the daily dinners registers
- Weekly give the catering team numbers of lunches for the following week for ordering purposes
- To maintain allergy, special medical needs and dietary requirements list. To make up allergy lanyards and distribute to classes.
- To be the main point of contact for milk and fruit deliveries. To input the milk numbers monthly to ensure accurate financial records
- Coordinate any 'special' lunches eg packed lunches for Sports Day

## **Resources**

- To monitor and stock take the stationery, keep tidy and up to date
- Responsible for the general maintenance of the photocopies and liaising with engineers
- Photocopying, Laminating, Filing as required

## **Welfare**

- To be the initial point of contact for pupil illness, including liaising with emergency contacts
- To administer any medicine given by parents and record in medical book. To maintain the accident and incident file ensuring that parents are informed of any head injuries
- To maintain and manage medical conditions and allergies records
- To maintain and manage the stock of first aid supplies, including ice packs

## **Other**

- To keep the staff kitchen supplied with tea/coffee etc
- To keep the hard copy student files up to date and ensure that they are passed on to pupils next school when they leave
- To keep the notice boards up to date

## **Finance**

- To code invoices to be paid in a timely and accurate manner in accordance with the GST Finance Policy and send to Paperless

## **Supplies**

- Order all supplies as required ensuring best value
- To oversee the financial administration for ordering, delivery and payment of invoices
- To liaise with teachers on their class requirements annually and place order