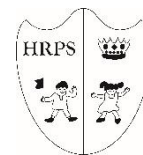
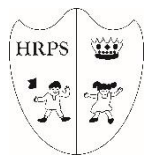




## Houghton Regis Primary School

*"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".*



### **Administrative Assistant**

#### **Main duties and responsibilities:**

1. To undertake reception duties and deal with general enquiries from visitors, parents etc. To ensure the office and reception area is a welcoming space.
2. To ensure safeguarding procedures are followed in relation to visitors.
3. To act as first point of contact with parents on a range of matters (e.g. to arrange appointments), as required by headteacher and teaching staff.
4. To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
5. To maintain pupil records including changes of address, emergency contact numbers etc. to update the school's management information system (SIMS) in a timely manner.
6. To deal with class registers, extracting and collating data on pupil absence and following up absences as required by the headteacher, either by telephone or letter.
7. To deal with the administration in connection with new pupils and pupil transfers, including compilation of transfer lists.
8. To run the school census at relevant times and maintain accurate data within our MIS system.
9. To facilitate communications to the broader family community via text, email or letter.
10. To open and check schools' office emails and ensure they are responded to or distributed as necessary.
11. To manage and maintain the school's website by writing and optimising content.
12. To ensure that the school prospectus and pupil admission packs are kept up to date.
13. To deal with School Money and School Grid accounts.



14. To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damage etc.
15. To process purchase orders in accordance with the school's procedures, on the relevant systems.
16. Arranging for first aid as necessary and contacting parents where required.
17. To prepare letters and reports on behalf of the Headteacher as required.
18. To organise all papers, documentation and hospitality requirements so that meetings run efficiently.
19. To co-ordinate all training for staff as necessary liaising with the School Business Manager.
20. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
21. To undertake any other duties of a similar level and responsibility as may be required.

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All references will be sought prior to interview and successful applicants will be required to undertake enhanced disclosure checks.*