Job Description

The Spinney Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Post | Administrative Assistant |
| Grade | Grade 2, point 5 |
| Responsible to: | Headteacher |
| Hours per week: | 15 hours per week, 39 weeks per year *The Spinney welcomes flexible working hour applications for these 15 hours as would suit applicants within the core school hours of 8:30am to 4pm.* |

Purpose Of The Job

To support the School in attaining its aims and objectives by providing an effective secretarial, and administrative service within the establishment. Providing an effective administrative service within the establishment.

Main Responsibilities

1. Provide timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good secretarial practice
2. Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations. Collection, reconciliation and banking of all dinner money, liaising with kitchen staff as appropriate
3. Ensure attendance (and therefore safeguarding) is tracked on a daily basis, record absence/attendance/punctuality, run reports, identify patterns, organise requests for term-time absences and administer fines for non-attendance.
4. Management of reception - security of visitors ensuring that the visitors book is maintained. Ensure reception facilities are attractive and welcoming.
5. Maintain stationery supplies and order new as required
6. Generate reports of a routine nature
7. Sort and distribute post. Operate outgoing postal system
8. Liaise with school nurse/doctor and parents to arrange for medical appointments
9. Liaise with Education Welfare Officer
10. Operation of School’s letting policy, taking bookings and invoicing for use
11. Completion of all returns to LA
12. Completion of fortnightly and monthly time sheets. Assisting with any queries that may arise
13. Any other duty relevant to the post