**JOB DESCRIPTION**

**Job title:** Senior Admin Assistant

Salary: Grade C

Hours: Full time/Part Time

**Reporting to:** School Business Manager

**Main Purpose:** To implement a comprehensive range of administrative systems and procedures to meet school requirements.

**Accountabilities:**

**General Office Administration**

* Act as first point of contact for general enquiries, ansering the telephone, receive visitors to the School, and answer routine enquiries.
* To draft, and type or word process correspondence, agendas, minutes, circulars, memoranda, notes, etc. - and to disseminate information to staff.
* To complete returns (for the Education Offices, etc.)
* To maintain the office records (filing systems, etc.)
* To operate reprographic equipment.
* Be able to work independently
* Manage the whole school diary
* Manage the school admin email account

**Financial Administration**

* To ensure that cash received (e.g. payments for school meals, payments for off-site activities, private telephone calls/photocopying) is checked, recorded and prepared for banking by the appropriate staff.
* To collect and record monies received for Residential visits.
* To deposit, or arrange deposit, of monies received to bank.
* To complete orders (raising and managing payments) as directed by the School Business Manager

**Administration of Pupil Records**

* To ensure that records of pupils on SIMS are maintained by the appropriate staff, and that reports are produced to meet deadlines.
* To manage end of year procedures and promotion of the academic year
* To manage admissions and cohort transfers of pupils and transfer of information between schools
* To upload the school census 3 times per year and complete reports as necessary

**Administration of Staff/Personnel Records**

* To allocate new staff log-ins (email accounts, SIMs login etc)
* To manage staff difficulties around IT access
* To manage the School’s Single Central Record and ensure DBS checks are made for staff, governors, volunteers
* Under the direction of the Headteacher, support and co-ordinate staff absence as required and book courses as appropriate

**Administration of Premises and Supplies**

* To administer arrangements for the care and maintenance of premises and equipment, liaising with Site Manager when necessary i.e. by contacting appropriate contractors/suppliers.
* To administer arrangements for the hire of School facilities.
* To requisition supplies, and to check and record deliveries of supplies to the School.

**Administrative Liaison with Other Staff**

* Personnel administration relating to the appointment and termination of all categories of staff.
* Create and maintain appropriate personnel records to meet the needs of the School, Division and County.
* To liaise with teachers, educational psychologists, education welfare officers, Health Service staff, etc, in the administrative aspects of their work.

**Welfare Support**

* To assist with the supervision of pupils where appropriate
* To undertake the duties of administering first-aid and where necessary and administer medication as required
* Under office of first-aider, to ensure that records and reports are maintained as laid down in Health and Safety Policy and that first aid equipment and supplies are well stocked.
* To help children with personal cleanliness, and clear messes when the caretaker is not on duty.
* To ensure care plans are current and up to date

**Other duties and responsibilities**

Any other duties that the Head Teacher may from time to time ask the post-holder to perform.