

Job Description

Admin Assistant/ Senior Admin Assistant

1. General Office Administration

- a. To answer the telephone, deal with routine enquiries and to provide reception and hospitality to all visitors to the school.
- b. Accompany contractors as necessary and take enquiries from maintenance contractors in the Caretaker/ Business Manager's absence.
- c. To create, design and produce leaflets and posters as required
- d. Preparation of newsletters. Distribution of all letters etc to parents.
- e. Maintain photocopiers and order supplies.
- f. Register children YR children for milk and those on PP. Amend lists as necessary
- g. Check milk in and do weekly confirmations with 'coolmilk'. Monthly returns to 'Nursery Milk Scheme'
- h. Report accidents, near misses and violent incidents on line as they occur.
- i. Monitor admin office email account.
- j. Checking free school meal claims and recording.

2. SIMS

- a. CTF – prepare to receive and send children's CTF to/ from various schools
- b. Update and maintain children's records. Annually distribute data check. Collect replies and amend records where necessary.
- c. Update and maintain Staff records in SIMS. Activate and de-activate email addresses.
- d. SEN – record and maintain all statemented children on SIMS
- e. Yearly – prepare and complete statutory yearly returns – SAT's, Phonics and EY Foundation
- f. Be responsible for preparing and completing the statutory Pupil Census.
- g. SIMS year end procedures and promotion to new academic year.
- h. Recording pupil attendance
- i. Uploads to parentmail/ tucasi at start of academic year and as necessary throughout year.

3. Administration of Pupil Records

- a. Monitor online applications.
- b. To keep up to date with admission procedures
- c. Offer school places outside of main admissions round.
- d. To prepare new admission files and records.
- e. Produce and monitor attendance registers. Provide monthly attendance figures for Headteacher/Governors.
- f. To co-ordinate Health Service visits.

4. Administration in liaison with other staff

- a. To provide administrative support to other school staff as required
- b. Assist with preparation and arrangement of New Parents Meetings and transition for new YR pupils.
- c. Prepare packs for new YR parents.
- d. Book coaches for school trips, issue trip letters & collect permission slips and money.

5. Financial Administration

- a. To collect, record & reconcile weekly cash income.
- b. Produce Pupil and Staff Lunches list for kitchen.

6. Supporting Pupils with Medical Needs

- a. To administer First Aid
- b. To administer medicines
- c. To prepare and review Individual Healthcare Plans