



Christ Church (Brondesbury) C of E Primary School

Job Description	
Job Title	Administrative Assistant
Grade	Scale 4 point 7 + London Weighting (paid pro-rata)
Reports to	SBM / Headteacher
Staffing Responsibility	n/a
Restricted	No

1. Job Purpose:

(Summary of the overall purpose of the job).

- 1.1 To provide, under the instruction and guidance of senior staff, general administrative clerical and welfare support to the school, including some finance.
- 1.2 To contribute to the overall ethos, work and aims of the school.

2. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

2.1 Welfare

- i. To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- ii. To liaise with parents regarding pupils' sickness/injury.
- iii. To assist with visits from the school nurse, dentist etc.
- iv. To assist with the general welfare of pupils.

2.2 Reception

- i. To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- ii. To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in using the school's system.
- iii. To accept and sign for deliveries as appropriate.
- iv. To provide hospitality for visitors to the school.

2.3 Clerical

- i. To be the first point of contact between school and families regarding attendance & absence
- ii. To Liaise with the Education Welfare Officer in following up persistent absence
- iii. Make up, maintain and distribute dinner registers.
- iv. To undertake clerical duties arising from school meals provision.
- v. To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- vi. Assist in the maintenance of the staff swipe card system.
- vii. To assist with the monitoring and maintenance of stock and order supplies as necessary.
- viii. To provide general clerical support as required.
- ix. To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- x. To undertake word processing as required.

- xi. Updating and using parent communication systems as necessary.

2.4 Finance

- i. To be assist in the collection of dinner/trip etc. monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- ii. To collect, record and issue receipts for monies as required, including school meals trips, swimming etc.
- iii. To assist with the preparation of monies for banking and bank as necessary.
- iv. To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies.

2.5 General

- i. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- ii. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- iii. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- iv. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- v. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The duties listed above are not definitive. They represent the core requirements of the position. The post holder may be required to perform other duties as reasonably requested, commensurate with the level of the role.

Christ Church is committed to safeguarding the welfare of children and young people in our care and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to a satisfactory DBS certification and suitable references.