



## **JOB DESCRIPTION**

### **Academy Administrative Assistant**

Our Academies are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment

<b>POST</b>	Academy Administrative Assistant
<b>GRADE</b>	C (point 10-13)
<b>RESPONSIBLE TO</b>	Headteacher/Office Manager

#### **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**

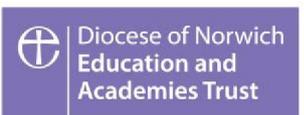
1. Provide timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good secretarial practice
2. To undertake receptionist, switchboard and messenger duties within the school, including photocopying, filing, faxing and e-mailing. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries.
3. 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
4. Management of reception - security of visitors ensuring that the visitor's book is maintained. Ensure reception facilities are attractive and welcoming.
5. To undertake general clerical duties of a routine nature which could include:-
  - (a) Personnel/staffing administrative matters, for example, maintaining confidential staff records, completing appointments details, etc.;
  - (b) Completion of staffing and other returns;
  - (c) Assisting with the arrangement of medical and dental examinations, looking after sick pupils and escorting them to hospital/home;
  - (d) Assisting with the preparation of forms, maintenance of records/registers, computerised data and management information such as pupil admissions/leavers, pupil absences etc.;
  - (e) Assist with ordering and storage of supplies;
  - (f) Collect, receive, record and bank money e.g. school meals and school trip money;



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6. To undertake clerical and administrative support for the Academies Special Educational Needs Coordinator, including arranging appointments, typing up referrals, photocopying, filing, faxing and e-mailing
7. Generate reports of a routine nature
8. Sort and distribute post. Operate outgoing postal system
9. Liaise with school nurse/doctor and parents to arrange for medical appointments
10. Liaise with Education Welfare Officer
11. Fundraising for the Academy
12. Operation of School's letting policy, taking bookings and invoicing for use
13. Completion of all returns to LEA
14. Maintain and update the school's website
15. Any other duty relevant to the post