



Job Title: Administration Assistant

Grade: Level 3, term time, 20 hours per week

Job Purpose

To provide administrative and organisational services to the school under the management and guidance of the School Business Assistant and the Senior Leadership Team

Key Duties / Responsibilities

1. To take charge of the school diner registers and liaise with the school kitchen each day regarding the number of meals.
2. To keep up to date with the daily charges for meals.
3. To make sure that the outstanding lunch accounts are up to date and not allowed to exceed an agreed amount.
4. Make sure the ParentMail system is kept up to date with the different meal bands.
5. Take ownership of the schools single central record.
6. Provide administrative, and organisational services to the school
7. Liaise with pupils, parents/carers
8. Liaise with other staff and external agencies
9. Produce lists, information and data. Analyse and evaluate data and information and run reports
10. Maintain manual and computerised records and management information systems
11. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages. Make sure the schools ParentMail system is always up to date
12. Organise meetings, arrange rooms and order refreshments
13. Process forms, returns, etc., including those to outside agencies
14. Respond to reception and visitor enquiries
15. Regularly handles cash, cash equivalents e.g. dinner monies, school visits
16. Any other duties appropriate to the post.