



The Shropshire Gateway Educational Trust

Administration Assistant at Clee Hill Community Academy – Primary

Main Duties and Responsibilities:

Front of school

- To be the first point of call for all visitors to school
- To maintain a tidy and efficient office environment
- Ensuring safeguarding is a priority
- Meeting and greeting in line with professional standards, logging all details of visitors and verifying identity. Issuing of visitor badges
- Maintaining signing in and out registers for fire safety measurers
- Ensuring contractors are progressed through the school contractor's safety risk assessment
- Maintaining records of pupils arriving and leaving site during the school day

Whole school administration

- To be the sole administrator, responding to administrative needs of Headteacher and school.
- Completing all aspects of administration relating to pupil records and ensuring data bases are maintained accurately and promptly updated
- Completing First aid tasks as required and logging incident details
- Contacting parents and professional contacts and arranging appointments
- Taking message's and ensuring they are passed to the appropriate person
- Completing any administration tasks relevant for the level of this post and as requested by the Headteacher
- Assisting members of senior leadership team where required.
- Administering medicines where appropriate
- Using electronic filing methods
- Maintain records of nursery and wrap around attendance ready for invoicing
- Organising whole school order completion
- Acceptance of cash and issuing of receipts before passing to finance team
- Assisting in catering and free school meal administration
- Assisting in business and organisational tasks as required
- Assisting the organisation of medical checks and vaccination programs
- Use of parent mail or school communication processes to contact parents and school contacts
- Provision of hospitality and refreshments
- Taking of minutes and setting up of meeting rooms as necessary for day-to-day school operations
- Maintaining meeting room bookings
- Maintaining postal records and daily post

Pupil Support

- Managing pupil requests and assistance

General

- To promote wellbeing for pupils and staff
- To undertake training as required for this role
- To ensure safeguarding measures and reporting is paramount
- To adhere to all Health and safety policies, reporting as required
- To ensure confidentiality for staff and pupil information and knowledge
- Use of IT and electronic record keeping.
- To acknowledge the importance of data protection and ensure no breaches occur
- To have a working knowledge of all relevant school policies and to work to these policies.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.