



BARWELL INFANT SCHOOL



September 2021

Administrative Assistant Job Description ~ Grade 5

- To provide confidential and effective administrative support within the school office function, including the provision of a courteous reception service.
- To provide a courteous reception service, resolving routine queries and those relating to your area of work and calling an appropriate person to assist where necessary.
- To ensure that visitors to the school site sign in, provide suitable ID including child protection documentation where applicable, are issued with a visitor pass and are taken to / collected by the appropriate person.
- To monitor and maintain the school e-mail account on a daily basis, responding directly to routine enquiries, filtering marketing information and/or forwarding e-mails to the appropriate person.
- To distribute information / documentation to the school community as appropriate, including use of school-home communication systems.
- To respond to routine correspondence by making use of standardised information.
- To file documentation accurately within the school's/college's existing filing system.
- To obtain quotes and make bookings for school trips (including travel arrangements) as requested by teachers.
- To operate standard office equipment, e.g. photocopiers, scanners, shredders, etc.
- To produce typed documents from information provided, ensuring good spelling and punctuation and using appropriate layout / presentation. (e.g. letters to parents, event tickets, etc)
- To monitor and maintain office stationery stock and school uniform to pre-determined levels, requesting orders for stock replenishment/replacement in a timely manner.
- To check deliveries to the school against the delivery note / order, noting any discrepancies and reporting them to the supplier in a timely manner.
- To assist with the production of pupil lists for activities, clubs, milk, medication, dietary needs, etc. as required.
- To process routine documentation and check for completeness and errors, taking appropriate steps to resolve basic/routine issues and referring more complex queries to the appropriate person
- To input data and information onto computer systems, and use these systems to extract information as instructed, which may require some manipulation.
- To undertake routine cash handling duties, including receiving and recording payments for school meals and trips, issuing receipts and preparing for banking.
- To monitor pupil attendance and punctuality, making appropriate checks on missing pupils, ensuring that attendance records are accurate and up to date, and informing the appropriate person if a pupil's attendance or punctuality falls below pre-determined thresholds.
- To provide information regarding school meal numbers to the catering staff, on a daily basis for hot meals and within agreed timescales where packed lunches are going to be required for school trips.
- To pursue outstanding payments for school meals and trips in a timely manner using standardised letters, and inform the appropriate person if payment is still not received.

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