

CAULDWELL LOWER SCHOOL

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

RESPONSIBLE TO: Headteacher / Office Manager

JOB PURPOSE: To be responsible for the smooth running of the school office, providing a full secretarial service for the Headteacher and teaching staff

Main duties and responsibilities:

1. To undertake reception duties and deal with general enquiries from visitors, parents etc.
2. To act as the first point of contact with parents on a range of matters.
3. To provide administrative and secretarial support to the Headteacher/Office Manager including typing/word processing and receiving telephone calls.
4. To open, sort and distribute post, including that received via the Borough courier service.
5. To operate the school telephone, fax and e-mail systems.
6. To keep the school website and learning platform up to date.
7. To deal with administration in connection with new pupils and pupil transfers.
8. To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
9. To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times (this is a particular priority at open evenings and school functions)
10. To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
11. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.

12. To care for sick pupils and under agreed school procedures to give first aid/medicine where necessary and contacting parents as appropriate.
13. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.
14. To assist with the receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
15. To maintain stocks of stationery and office supplies and oversee stocktaking.
16. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
17. To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
18. To undertake any other duties of a similar level and responsibility as may be required.