SANDSTONE TRUST - JOB DESCRIPTION QUESTIONNAIRE – GRADE 3

JOB TITLE	**Administration Assistant - Primary School**	**JOB REF NO**	**AAAD5048**

BASIC JOB PURPOSE

To provide a general clerical support across a range of duties taking responsibility for designated areas so that administrative processes related to the work of the school are effectively executed.

	MAIN RESPONSIBILITIES
1.	Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail, diary organisation etc to ensure the efficient and timely provision of information.
2.	Administer the finances of school activities, not financed from school funds, reconcile bank statements and maintain records to ensure that necessary information is readily available.
3.	Coordinate and administer the procedures related to the external assessments and admissions/transfers of pupils under the direction of the Headteacher.
4.	Maintain and update school files, manual and computer, including staff and pupil records to ensure that accurate information is stored securely and available for use by appropriate persons.
6.	Maintain school pupil databases to ensure accurate information is available and produce reports from the system to facilitate management decision making and statistical analysis to meet statutory and LEA requirements.
7.	Develop and maintain administrative systems so that support provided is efficient and effective.
8.	Collect and count cash and cheques received e.g. dinner monies, donations etc. and maintain accurate records of all monies received to ensure that all monies are accounted for.
9.	Deal with telephone and face to face enquiries to ensure that all calls/visitors are handled efficiently and effectively and good relations fostered.
10.	Place orders for school supplies and services, receive and check goods when delivered.
11.	Receive goods and other items (including pupil's personal possessions) and ensure they get to the correct destination.
12.	Complete and process personnel and payroll documentation for new starters and administer any changes. Provide basic advice, eg sickness, leave entitlements to employees.
13.	Liaise with contractors / suppliers concerning the ordering of goods and supply of services provided to ensure the optimum use of resources.
Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Trust from time to time, up to or at a level consistent with the Main Responsibilities of the job.	