

JOB DESCRIPTION

<u>POST TITLE:</u>	Administrative Assistant
<u>LOCATION:</u>	Durants School
<u>HOURS:</u>	39 weeks per year 33.5 hrs per week (8.15am – 3.30pm – 4.30pm on a Wednesday)
<u>REPORTING TO:</u>	The Headteacher
<u>PURPOSE:</u>	To be part of the Office team and to provide clerical and administration support to the Headteacher and staff. Durants School operates over 2 sites (Southgate and Enfield). You will be based at the Enfield site, but on occasion, may be expected to work at either site.

Administrative staff in schools provide clerical and administrative support to all stakeholders, both individually and as part of a team. This role plays a vital part in the administration and smooth-running of the school. School administrators are involved with the co-ordination and implementation of office procedures and also have responsibility for specific projects and tasks. To ensure the school offers effective and efficient administrative service it is necessary for the roles to overlap and each member of the office team to have sound knowledge of all systems and processes. This will ensure that, in the event of staff absence, the school does not lose continuity of service.

DUTIES:

Reception

1. Act as prime initial contact for visitors and parents when on reception and providing day-to-day administrative support including clerical processes (i.e. with registers, trips), word processing, data inputting
2. To be part of managing the office, sharing reception duties e.g. welcoming visitors, parents and callers to the School in a courteous and helpful manner. To ensure that sensitivity is used when dealing with parents and that they are given priority.
3. Issuing fobs to visitors where appropriate.
4. To make welcome the visitor, ensuring they have somewhere comfortable to wait and to contact the person they are visiting.
5. To ensure at all times that the school's security, safeguarding and confidentiality policies are adhered to and that visitors sign in and wear a visitors badge and DBS evidence is seen for relevant visitors
6. Ensure all new agency staff and students read, understand and sign Durants safeguarding protocol.
7. To deal with telephone calls in a timely, courteous and helpful manner, taking and passing on messages and dealing with routine queries both internal and external to the School.
8. To make informed judgements on the urgency of telephone calls and tannoy announcements, making decisions on whether or not staff should be interrupted.
9. On a daily basis, ensure that the incoming post and electronic mail is monitored, distributed and acknowledged, where appropriate, at regular intervals throughout the day, including post arriving via the classes
10. Respond helpfully and sensitively to pupils and their parents as required
11. Communicate via mail and email and provide information to parents on all sites as required
12. Maintain effective, up to date filings systems easily accessible as required.
13. Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils.
14. Maintain and operate manual and computerised records, including the school's management information systems (Integris)
15. Receive and sign for the delivery of goods (deliveries should be signed for as 'unchecked') and distribute to the appropriate of staff for checking
16. Undertake other administrative support as requested by the Head Teacher / Deputy Head Teacher.
17. Preparing the return to work forms for staff who have been absent.
18. Recording staff courses and staffs leave of absence in the online school calendar.
19. Collating agency timesheets and emailing them to or liaise with the agency on a weekly basis.
20. Booking interpreters as and when required

Finances

21. To receive monies from parents for fund raising events, trips etc and ensure they reach the intended person/class.

Administration Systems

22. To assist in the processing of the administrative tasks associated with staff recruitment processes, including the dispatch and receipt of application forms and arrangements for interviews.
23. To use and update the MIS system used at Durants which is currently Arbor & Inventory.
24. To operate the "Teachers2Parents" text system.
25. To maintain an accurate and up-to-date record of all CRB information including requesting portability when necessary.

Pupil Information

26. Daily monitoring of school bus bags, passing on any messages or information from school transport.
27. To be responsible for entering the new pupil's information on the computer and setting up files.
28. To be responsible for the clerical work associated with the pupil withdrawal procedure including; amending the information on the computer, forwarding information as required and uploading information to systems as and when required.
29. To be responsible for amending pupil information when there is a change of address, name telephone number etc and to ensure that all relevant staff are notified.
30. To circulate to all parents termly an 'update' sheet so that they can check and amend personal details for their child.
31. Liaising daily with Welfare Call – regarding our Looked After Children
32. Work in conjunction with Senior Management regarding end of year reports, distributing to each class on an annual basis and sending out to parents once complete.
33. To be responsible in conjunction with the administrative officer for liaising with Enfield Immunisation Team and other organisations as and when required. To include organizing visits and appointments, letters to parents regarding permission, monitoring reply slips and assisting on the day etc.
34. Working with the school nurse to create, update and amend pupil care plans.
35. Liaise with pupil transport and act as the key contact for the school.

General

36. To ensure that duties are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
37. The duties of this post determine that the postholder is designated a Display Screen Equipment (DSE) User with the terms of the Health and Safety (Display Screen Equipment) Regulations 1992.
38. All staff have a responsibility to ensure they familiarise themselves with any risk assessments relevant to their post. Staff must ensure they follow the safe systems of working outlined in the Risk Assessment.
39. To undertake other temporary duties, consistent with the basic objectives and/or duties of the post, as required by the Headteacher, staff or Governors.
40. To attend staff meetings as appropriate.
41. To attend relevant training appropriate to the duties.
42. To attend morning briefing sessions.
43. Maintaining the school diary on a daily basis.

Registers

44. To oversee class registers data on the MIS system daily.
45. To make a first day call home to parents if a pupil is absent.
46. To record and prepare the number of pupils requiring lunch which must be submitted to the kitchen staff daily.
47. To be responsible for completing the weekly summary sheet for school meals and liaising with the administrative officer and the school kitchen.

New Starters (Year 7)

48. Enter home visit appointments into school diary, DHT and Family Support Worder diaries.
49. Process previous school history (EHCP, Annual Reviews, IEPs, behaviour plans etc) onto Pupil Drive
50. Make contact with previous schools for UPNs and forward onto School Business Manager

51. Following home visits to upload onto Pupil Drive any consent forms (eg, media, SaLT, SSN etc)

Entry Reviews

52. Input Entry Review dates arranged by DHTs / Head of Department into school diary, DHT / HOD and teacher's diary.
53. Send home Entry Review packs (ie, invite letter, Entry Review and any other additional paperwork) to parents, one week before Entry Review is due to take place
54. Remind teachers and parents of upcoming Entry Reviews.

Annual Reviews

55. To work in conjunction with the Deputy Head Teachers in organising the arrangements for the pupils Annual Reviews. To include the following:
 56. Ensuring that invitations are sent to the relevant parents and / or professionals for Annual Review meetings.
 57. Ensuring teachers and other professionals (ie, SaLT) provide the required information for Annual Reviews.
 58. To be responsible for circulating all required information prior to the Annual Review.
 59. Book all Annual Reviews into the school diary, as well as the Deputy Head Teacher (Annual Review Chair) and appropriate teacher's diary.
 60. Remind parents of their Annual Review meeting via text (Teacher2Parent).
 61. Remind teachers of upcoming reviews
 62. Make changes as needed.
 63. Liaise with appropriate SEN department via Egress to process completed Annual Reviews
64. To perform any other duties appropriate to the role, as required by Durants School.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Durants is expected to share this commitment.