

**Peartree Way Pre-School and Nursery School**

**Admin Assistant**

**Grade: H2/H3**

**Main purpose**

To provide administrative support under the direction or instruction of senior staff.

**Key responsibilities**

* Welcoming children, parents and visitors to the school and managing any issues that arise
* Managing attendance and absence and any daily procedures which need completing
* Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
* Monitor the late arrival of pupils and contact parents/carers to identify reasons for nonattendance, ensuring all safeguarding procedures are followed
* Provide clerical support including photocopying, filing, email and answering routine correspondence
* Carry out financial and administrative tasks, which may include processing work and equipment orders, maintaining and collating pupil records.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

• Administration roles fall within the school’s office team who support the running of the school.

• Follows detailed instructions/set procedures; supervised by more senior staff and manages own work.

• Communicates with other school staff and teachers, senior leadership team, pupils, parents/carers, suppliers, visitors

**Knowledge, Skills & Abilities**

• Good literacy, numeracy, IT skills

• A knowledge (or willingness to learn) a range of administrative support tasks and related school procedures

• Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.

• Communicates effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

**Supervision**

• Follows detailed instructions/set procedures.

• Decisions relate to own daily workload.

• The post holder will have no supervision responsibilities of other staff.

• May demonstrate own duties to new or less experienced staff.

**Problems, Demands & Decisions**

• First point of contact dealing with visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.

• Concentration for undertaking administrative tasks.

• Exposure to emotionally demanding situations is infrequent.

• Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

**Dimensions**

• May handle small amounts of cash.

• Responsible for the maintenance and updating of records

**Physical Effort**

• Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

**Working Environment**

• Work normally carried out in an office environment.

**Additional Information**

• The postholder may be asked from time to time to alter their working pattern.

• All staff are required to participate in training and other learning activities and in performance management and development, as required by the school’s policies and practices.

* *The above job description is not exclusive or exhaustive and the post holder may be required to undertake other duties as may reasonably be expected within the scope and grading of the post. This job description will be reviewed annually at the start of each PDM cycle to ensure it is an accurate representation of the post.*

Signed: Date:

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