**Administrative Assistant Position Available**

**Job Title:** Administrative Assistant

**Reports To:** Head Teacher

**Purpose of the Job:** To provide clerical, administrative, and financial support to the school, ensuring that daily operations run smoothly and effectively.

**Location:** The Reddings Primary and Nursery School

**Working Hours:** 12:30 PM - 3:30 PM, Monday to Friday (Term time plus 5 INSET days)

**Salary Range:** H3 – H5 pro rata

**About Us:** The Reddings Primary and Nursery School are looking for a committed and efficient Administrative Assistant to join our team and contribute to the smooth operation of our school. No two days will ever be the same therefore flexibility and good communication skills are a must.

Experience of working within a school would be ideal but not essential, although experience of working within a clerical office is required, as the successful candidate will need to be confident using Word, Excel and data inputting. Training will be provided on school based systems, so a willingness to learn is also essential.

**Main Duties:**

* Undertake reception duties, including responding to telephone and personal enquiries.
* Provide clerical support to all staff, including photocopying, managing the office diary, filing, laminating, handling emails, and managing post and routine correspondence.
* Assist with pupil welfare matters, including contacting parents, handling correspondence, and supporting late arrivals.
* Maintain manual and computerised records
* Provide financial support, including maintaining financial records, handling monthly banking, and preparing financial paperwork for audits and budget setting.
* Liaising with SLT regarding updating Schedule of Financial responsibilities
* Liaising with external professionals
* Responsible for collating all receipts, including VAT receipts, for the One Card and preparing for the Financial Advisor.
* Play a role in the school’s Emergency Response Plan.
* Update school policies and maintain a spreadsheet of policies, including review dates.
* Responsible for financial matters including:
	+ Maintain financial records for general and fund Bank accounts liaising closely with the Financial Advisor
	+ Monthly income banking
	+ Maintain school inventory/asset register
	+ Weekly payment of all invoices using online banking
	+ Responsibility for updating NatWest signatories
	+ Responsible for preparing financial paperwork for Year End and liaising closely with the Head Teacher
	+ Preparing all financial paperwork monthly for Herts Finance and loading onto the OneDrive
	+ Liaising closely with Herts Finance and preparing information to assist with budget setting
	+ Liaising with SLT regarding updating Schedule of Financial responsibilities
	+ Responsible for collating all receipts, including VAT receipts, for the One Card and preparing for the Financial Advisor.
	+ Pursuing outstanding monies
* Sharing the role of school personnel with another Office Team member
	+ Monthly SAP return
	+ Liaison with SERCO
	+ Contract changes.
	+ Staff absences
	+ Staff personnel queries
	+ Monthly absence report issued to Governors
	+ Recruitment of new staff

**Qualifications and Skills:**

* Experience in clerical and administrative work.
* Good maths and literacy skills.
* Proficiency in office systems and procedures.
* Ability to work effectively in a team.
* Understanding the dynamics of the school community.

**Equal Opportunities:** Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**Health and Safety:** Comply with policies and procedures relating to child protection, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.

**Additional Information:** All staff are required to contribute to and support the overall aims and ethos of the school, participate in training and other learning activities, and engage in performance management and development as required by the school’s policies and practices.

Please note The Reddings School is committed to the safeguarding of all its students, you will be expected to complete a self disclosure form if you are called for interview. All appointments are subject to an Enhanced DBA and social media check plus satisfactory references.