**Job Description: Administrative Assistant with Events & Medical Admin responsibilities**

**Grade: H2**

**Main purpose**

To provide general clerical or administrative support to the school under the oversight, direction or instruction of the school Office Manager or SLT.

**General admin responsibilities (shared with other administrators)**

1. Undertake reception duties; act as first point of contact in response to telephone, email and face-to-face enquiries; sign in visitors.
2. Ensure attendance is completed on Arbor for all classes. Contact children’s parents/carers for absent children.
3. First point of contact for sick pupils; liaise with parents / carers / staff. Administration of first aid and medicine.
4. Provide general administrative support, e.g., photocopying, filing, completion of routine forms, school meals. This could be directly supporting the Head teacher
5. Open, sort and distribute incoming mail and post outgoing mail. Sort the admin email account, forwarding emails to relevant staff.
6. Deal with children’s lost property
7. Update manual and computerised records/management information systems

**Trips, Clubs and Events responsibilities**

1. Administration for day trips, swimming and school journey, including:
2. Preparation of costings
3. Communication with parents
4. Coach bookings
5. Set up of trips on ParentPay for voluntary contributions
6. Evolve administration
7. Young Voices – As above plus Tshirts, audience tickets
8. Administration for sporting events
9. Administration for school events, e.g. Christmas performances, Leavers’ concert, including:
10. Communication with parents
11. Ticketing
12. Programmes
13. Administration for school clubs, including
14. Preparation of costings, if applicable
15. Communication with parents
16. Set up on Arbor/Parent Pay
17. Registers
18. Reporting on participation

**Medical responsibilities**

1. Ensure medical boxes are stocked, with no out-of-date items – to be checked ½ termly
2. Ensure children’s emergency medication is in date.

**Individuals in this role may also undertake some or all of the following:**

1. Assist with arrangements for school visits and events, for example school nurse, photographer, consultations
2. Occasionally handle cash/ be responsible for banking of cash.

The duties and responsibilities listed above describe the post as it is at present but are not exhaustive. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The school’s office team provides the full range of reception and administrative functions.
* Follows instructions or set routines. Makes decisions relating to own daily workload.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

**Knowledge, Skills & Abilities**

* Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.
* Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
* Standard keyboard skills, use of office equipment.
* Knowledge of procedures for processing orders and invoices, school financial processes

**Supervision**

* Follows instructions or set routines.
* Decisions relate to own daily workload.
* The post holder will have no supervision responsibilities of other staff.
* Line managed by the school’s Office Manager

**Problems, Demands & Decisions**

* First point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to the school Office Manager or others.
* Concentration for undertaking administrative tasks and financial processing tasks. Administrative work is frequently interrupted.
* 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**

* Responsible for the maintenance and updating of records.
* No overall budget responsibility.
* May handle small amounts of cash.

**Physical Effort**

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

**Working Environment**

* Work is normally carried out in an office environment.
* Subject to annual DSE assessment