



## Abingdon Primary School

<b>Job Description:</b>	Administration Assistant
<b>Reporting to:</b>	School Business Manager
<b>Job Type:</b>	40 weeks, Permanent
<b>Pay Scale:</b>	Grade D SCP 6 (NJC) £25,183 Pro rata

### Job Purpose:

To coordinate, organise, and perform the day-to-day administrative functions of the school office. Serve as liaison between students, staff, parents, and the community; provide information regarding school policies and procedures; maintain confidentiality of materials and information.

### Key Responsibilities:

- Prepare, maintain and update student records in areas related to attendance, behaviour, emergency, health and other student records as assigned
- Enter, maintain and update data in a variety of databases to compile data, run reports, and produce other communications, as required
- To complete all administrative duties in the school's "in house" style, ensuring consistency across all functions.
- Provide administrative assistance to the Head Teacher, Senior Leadership Team and School Business Manager.
- Receive, open, prioritise, and distribute post.
- Hospitality, including coordination, diary management, hosting and "meet and greet".
- PA/Diary management for the Headteacher and members of the senior leaderships as requested.
- Prepare and maintain school master calendar.
- Daily use of school systems including: MIS system, Teams and OneDrive. Microsoft Word. Excel and CPOMS.
- Collect, organise, record, and verify for accuracy a variety of data related to daily student attendance and admissions.
- Prepare, compile, and verify for accuracy various reports including: student attendance, admissions and other assigned reports.
- Manage school attendance registration process including: admissions and transfers
- Perform health-related duties and administer routine first aid to students (full training provided) keeping accurate and timely records.
- Coordinate as and when required for repair and maintenance of school office equipment.
- All confidential administration and minutes.



- Supervise students as and when required and undertake duties to support in safeguarding students.

### **Finance Administration:**

- Prepare and compile early years student data to support with funding streams.
- Processing the procuring goods and services using the Trust finance system and supporting staff in school with online procurement.
- Raise customer invoices and process creditor invoices using the Trust finance system.
- Cash handling and recording.
- Requisition, receive, store, and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Assist in the coordination of educational visits, preparing paperwork, booking transport, receiving payments and providing student information to staff.

### **CPD and Staff Development:**

- Carry out regular CPD, safeguarding, health and safety, and any additional statutory training required.
- Attend mandatory training and training days as directed.
- Perform other related duties as assigned or directed by Leadership.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.**