

ELSTON HALL MULTI-ACADEMY TRUST

Job Title:	Administrative Assistant
Pay Range:	NJC Grade 4
Responsible for:	School Office
Responsible to:	Heads of School / Trust Business Manager

Overall purpose of the role

Undertake administrative, financial and organisational duties with the directions given by the Heads of School and Local Governing Board.

Professional Responsibilities as an Administrative Assistant

General/Organisation

- Answer the telephone, take messages and forward calls as appropriate
- Action text messages to parents
- Establish constructive relationships with parents.
- Copy and distribute newsletter
- General typing / photocopying of letters for parents

Finance and ordering:

- Raise orders, process invoices and reconcile income
- Order monitor and manage stock of resources ensuring best value and monitoring delivery
- Purchase card reconciliation
- Address SIMS Pay queries from parents
- Upload products onto SIMS Pay
- Process parental contributions and banking of cash
- Monitor trip payments and keep teachers informed
- Process refunds
- Process childcare grants for BSC/ASC
- Process staff reimbursements

School meals and milk

- Overall management of school meals
- Process lunch registers and liaise with kitchen
- Monitor payments and liaise with parents to rectify arrears
- Process FSM and flexible charging applications, updates and returns to the LA
- Organise school lunches for trips
- Administration of school milk including letters and collecting/banking payments
- Nursery milk scheme – report on website
- Main contact for fruit and veg scheme

Pupil records and admissions
<ul style="list-style-type: none"> • Assist in the day to day management of pupil records on SIMs • For new children process data from other schools and liaise with the appropriate year group leader. • Be responsible for maintaining up to date records of admissions ensuring all paperwork is completed
General
<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools • To support compliance with the schools' Health and Safety policies and the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools • To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with • Establish constructive relationships with parents • To support school policies in the care and welfare of children, safeguard pupil's health and safety • To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance • Participate in further training and professional development as appropriate where time is made available • The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Leadership Team. • To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach • Demonstrate total support of the school aims and ethos and the leadership drive to ensure them