

ST PHILIP'S SCHOOL

JOB DESCRIPTION:

School Administration Assistant

JOB PURPOSE

To provide effective and confidential comprehensive administrative support to the School Business Manager and Head Teacher, in order to ensure the smooth and efficient running of the school. Under the daily direction of the School Business Manager to be responsible for the day-to-day organisation and administration of the school office and its procedures.

MAIN DUTIES AND RESPONSIBILITIES

In conjunction and in support to the School Business Manager

Secretarial and Administrative

RECEPTION/TELEPHONE

- Receive visitors, callers, and inquiries, deal courteously and efficiently with all visitors, parents, local authority officials, medical officers, suppliers etc.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages when required
- Receive all incoming calls/emails to the school, responding to, routing/taking messages. Obtain or make outgoing calls as requested.
- To monitor entry systems for the main gate and reception area
- Communicate and contact parents using Parentmail and telephone.
- Responsible for the provisions and providing refreshments as appropriate to visitors.
- To be aware of and support the school's (OHCAT) commitment to equal opportunities. To ensure a commitment to equal opportunities in as aspects of practice
- To arrange open mornings for prospective parents/students. (Possibly Zoom Meetings)

MAIL, E-MAIL & WORD PROCESSING & ADMINISTRATIVE

- Word process letters, reports, flyers, and notices etc. as required.
- Stamp and post outgoing mail
- Keep all filing up to date.
- To monitor the school email account, responding to enquiries or forwarding messages to the correct recipient as required
- To open and distribute incoming mail.
- Distribution of outgoing letters, newsletters, leaflets etc.
- Duplicating/photocopying of school correspondence, filing and any other administrative tasks in the primary school office as directed.

- Maintain and update Arbor records as appropriate.
- Attendance – to be responsible for all duties relating to ensuring good attendance including registers on Arbor daily. Monitor children's holiday requests and track leave.
- Responsible for Parentmail ensuring all parents register at the start of the new academic year.
- In conjunction with the School Business Manager maintain records of children with medical needs on Arbor
- Communicate and contact parents using Parentmail and telephone.
- Assist the Headteacher's P.A. in the preparation of Annual Reviews
- Maintain the Risk Assessment Register in line with School Policies

FIRST AID AND WELFARE

- Be aware of the school and OHCAT ethos and priorities of care and support for the children, organise Immunisations.
- Administer First Aid (take a half day online course), deal with minor injuries and sickness.
- Liaise with parents regarding Student needs following injury or illness at school.
- Ensure that all accidents or injuries are recorded at the appropriate level.

ADMISSIONS AND LEAVERS

- Assist with the organisation of the annual intake to the school, including the distribution of admission forms and information packs, Transport, data entry to Arbor, and preparing all the necessary paperwork.
- Liaise with other schools regarding transfers of records, including CTF.
- Liaise with staff as appropriate regarding Students joining the school and any needs identified, including, but not exclusively, SEN, Dietary and Medical etc. and record these on Arbor.
- Ensure that all leavers have correct paperwork completed and that files/CTF are forwarded in a timely manner.

STUDENTS

- Prepare and maintain the various student information sheets and database on Arbor.
- Type and maintain confidential records and reports.
- Maintain the school's student attendance register – generating weekly register sheets and ensuring attendance module is up to date on Arbor.
- Notify lunches to LA kitchen and provide or organise emergency cover in distributing meals to students.
- Arrange medical, Immunisations, dental and other inspections, sending forms to parents etc.
- To pass on any children's protection issues to named Designated Safeguarding Lead (DSL), Child Protection Officer (all staff)

OUTINGS AND EVENTS

- Help where necessary to make arrangements for outings and sending out relevant paperwork and forms to parents.
- Help where necessary to prepare letters to parents regarding visits.
- Help where necessary with arranging sports days, special events etc.



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