**Job Description**

**Kingsbury Episcopi Primary School – Administration Job Description**

**Contract: Part time, 21 hours per week, term time only.**

**Grade: 13, point 6 to 11 (£23,893 to £25,979)**

**Responsible to: Headteacher**

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| **Main Purpose** |
| To provide Administration and Reception at key times and providing First Aid support where required. |

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| **Main Duties and Responsibilities** |
| **General Office Duties:**  • Meet and greet all visitors to the school.  • Answer and direct all incoming telephone calls.  • Process and distribute incoming post and deliveries to the school.  • General administration duties such as photocopying and producing praise certificates.  • Maintain the office email, responding to queries and directing enquiries as required.  • Prepare and send the school’s weekly newsletter.  • Maintain the school diary.  • Deal with late and unwell children.  **SIMS**  • Ensure the registers are completed twice daily and follow up absences in line with the school’s attendance policy.  • Process the new intake each academic year.  • Processing and reporting of statutory data - the termly school census, EYFS data, phonics data, KS1 & KS2 data, processing the new intake, dealing with in year admissions and sending out school reports in the summer term.  • Be responsible for all procedures and updates on SIMS.  **Other Duties**   * The administration of after school clubs. * The administration of school trips. * Ordering of weekly school lunches. * The administration of free school meals claims forms and recording keeping. * School milk. * School fruit. * Processing all term time leave requests, penalty notices in line with the Local Authority’s guidance. * Organise supply cover for teaching staff when required. * Attend ADL meetings and other updates such as data protection.   This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from the Headteacher undertake work of a similar level that is not specified in this job description |
| **Personal Attributes, Knowledge, Skills and Experience** |
| * Educated to 5+ GCSEs or equivalent at grade 4 (C) or above including English Language and Mathematics. * NVQ Level 2 in Business Administration or equivalent in related area or able to demonstrate equivalent experience. * Professional telephone and interpersonal skills, ensuring that all school visitors are warmly welcomed and efficiently signed into and out of the school. * Show attention to detail and a methodical approach to record keeping and data entry. * Be organised, adaptable and responsive to change, as required by the needs of the school, showing a willingness to be helpful. * Able to contribute with ideas and solutions, where required, to ensure that systems and processes are effective. * Can demonstrate a clear commitment to teamworking and yet be able to work without direct supervision. * Able to communicate effectively with colleagues, parent/carers and pupils, forming good working relationships. * Experience of providing high level, confidential support in a busy and sensitive environment. * A knowledge of and commitment to school policies, including Safeguarding, Health & Safety and Equal Opportunities. |

Updated October 2024