

Finchampstead Church of England (Aided) Primary School

Administrative Assistant - Job Description

Grade 3 SCP 5-6

Hours: 15 hours per week, term time.

Salary: Grade 3 SCP 5-6

Contract Type: Part time and term time only

Purpose of the Role

To provide general administrative support on behalf of the school.

Safeguarding

Finchampstead Church of England (Aided) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Main Tasks/Accountability

1	Deal with all parental, staff, governor and pupil enquiries (over the telephone, face to face and email), and act as a link between them and the Headteacher.
2	Ensure the registers are kept up to date with absence information. Inform the Headteacher of any concerns.
3	Be responsible for the ordering, reconciliation and paperwork relating to school meals.
4	Upload any 'Office updates' to the website, including calendar updates.
5	Be responsible for school visits, ensuring all paperwork is received and details are added to the Wokingham EVOLVE system.
6	Administer the School Milk Scheme.
7	Carry out routine office duties.
8	Administer first aid as required.
9	Check the inventory annually.
10	Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.