

WANDSWORTH BOROUGH COUNCIL

CHILDRENS SERVICES DEPARTMENT

ADMIN ASSISTANT

GREENMEAD PRIMARY SCHOOL

Term Time Only (8.30am-3.45pm with 30 min lunch break)

Responsible to: Senior Admin Officer for Pupils and HR and Senior Leadership Team

Responsible for: None

Grade: Scale 3

JOB DESCRIPTION

MAIN PURPOSE OF THE JOB

To support the administrative functions of the school in relation to duties in the Admin office and Pupil Admin. To support the administrative function around Education, Health and Care Plan (EHCP) reviews, distributing reports, arranging meeting dates and invites.

MAIN RESPONSIBILITIES WILL INCLUDE:

Admin Office

1. Manage pupil registers each day and use information to follow up on any pupil attendance issues.
2. Gather information about attendance to contribute towards governor and LA reports.
3. Support with the admin paperwork relating to new pupil starters
4. First point of contact for visitors
5. Meet and greet agency staff, share key information with them and take them to the agreed classrooms in liaison with the Deputy Headteacher.
6. General phone and email communication and distributing emails and messages accordingly.
7. Distribute any incoming post
8. Use billing system for school dinners and receive dinner monies in liaison with the Senior Admin Officer for Finance
9. Free School Meals Checking & Applications
10. When necessary manage Free School vouchers to parents/carers

11. Admin team filing (pupil and staff specific)
12. Updating of parental contact detail changes
13. Internal booking of school spaces
14. To set up rooms for meetings and to be on reception to let governors/parents in and out of the building.

Education, Health and Care Plans (EHCPs)

1. Set up annual EHCP calendar in liaison with senior and middle leaders
2. Send out report deadlines to teachers, therapists and other professionals involved
3. Collate and then send to parents before the annual review meetings.
4. Send out invites for the meetings to parents and professionals.
5. Send out all post EHCP meeting paperwork to parents, professionals and the LA.

Teacher and Pupil Resources

1. Manage the Toy Library by ensuring appropriate toys and activities are available, distribute to pupils each holiday and organise for them to be returned by liaising with parents/carers.
2. Educational visits admin including letters and permission
3. Manage the parents' evening booking system

OTHER DUTIES AND RESPONSIBILITIES

1. Carry out any other duties appropriate to the job as required by the Headteacher.
2. Set up rooms and necessary resources for training in liaison with Site Manager.
3. Minute whole school briefings and distribute minutes.
4. In liaison with the deputy headteacher, design and develop the home/school diaries, place annual order with printers and distribute to all pupils at the beginning of each year.
5. To be willing to share and carry out suitable cover for others in the admin team as required and in agreement with the line manager.
6. Follow the school's safeguarding policy and procedures and report any concerns to the DSL both in relation to Child Protection.
7. To attend relevant CPD and keep up to date with any relevant refresher courses.

8. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
9. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
10. Contribute to the overall ethos, work and aims of the school.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.