



Job Description: Administrative Assistant

Salary Grade 7 – point 13 – 17
Hours 37 hours per week, term time only

Purpose of job

To contribute to the smooth running of the school office and the wider school in general.

Accountable to Headteacher
Responsible to the Office Manager

Duties and responsibilities:

The main duties of the post are:

Reception duties

- Answering the telephone, passing on messages, finding out information, getting back to parents, professionals or outside agencies as necessary.
- Meeting and greeting visitors, check ID, provide refreshments.
- Liaising with staff as necessary.

Office duties

- Opening and sorting post.
- Photocopying when requested.
- Shredding confidential documents as required.
- Organising PAT testing – 2 sites.
- Organising Hoist and Sling Inspections.
- Co-ordinating First Aid supplies.
- Reception duties including answering telephone, opening post, greeting visitors, checking ID.
- Ordering school dinners from Sonning Common Primary School kitchen.
- Ordering goods and services, receiving deliveries, assisting with processing invoices and liaising with suppliers.
- Providing website updating support to ICT Technician.

Attendance

- Monitoring attendance data, running reports, sending out letters as required.
- Giving advice to staff re codes, data analysis for SLT.

Annual Review Meetings - EHCP Administration:-

- Liaising with Head/Meeting Leads at beginning of terms re dates.
- Sending dates to teachers, NHS staff, SEN.
- Emailing parents with dates of meetings.

In Preparation of Meeting:

- Ensuring teacher's report is received by deadline.
- Proof-reading reports before sending to Head/Meeting Lead for final checking.
- Sending report home with covering letter and with a copy of EHCP and any other reports.
- Setting up TEAMS meeting/book meeting room – inviting attendees.
- Preparing ROAR for meeting.
- Sending paperwork to Meeting Lead and teacher.
- Arranging Translator if required.
- Attending meetings to take notes for the ROAR.

After meeting:

- Proof-reading ROAR and EHCP – format as necessary.
- Getting ROAR signed by Head.
- Scanning ROAR and Egress/email to teacher, SEN and NHS staff, as appropriate.
- Sending copy of signed ROAR home with covering letter.
- Filing paperwork..
- Throughout the whole process update schedule

NHS admin:-

- Point of contact for Immunisations – circulating information to parents and teachers, checking availability of medical room, monitoring NHS Cinnamon system for consent given/declined.
- Point of contact for Clinics (Paediatrician and Orthoptics) - booking medical room, notifying teachers.

Dealing with **taxi** queries.

Occasional covering in classroom if short staffed (normally for a short period of time).

Other duties as may be reasonably requested by the Office Manager or Senior Leadership Team.

Staff should:

Refrain from smoking on the school site in accordance with the Oxfordshire **“No Smoking” Policy** in County Council workplaces.

Believe in the **equal opportunities of children** irrespective of their sex, colour, religion or disability and follow OCC and the school's policies / guidelines

Take appropriate responsibility for one's own **health, safety and welfare** and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Oxfordshire Schools are committed to **safeguarding** and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

This Job Description can be amended at any time with final discussion with the Headteacher and/or Governing Body and the member of staff concerned.

SIGNED: ADMINISTRATIVE ASSISTANT

SIGNED: HEADTEACHER (April 2022)