



*Challenge, Equality & Opportunity*

## **Havannah First School**

### **Job Description: Administrative Assistant (N3)**

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|----------------|--|
| School         | Havannah First School                      |
| Grade          | N3 (Newcastle Local Authority Scale)       |
| Responsible to | School Business Manager / Headteacher      |
| Working Hours  | 37 hrs p/w term time only + 1 training day |

#### **Main Duties**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Act as first point of contact for visitors and parents, delivering a professional and welcoming service, answering telephone calls and responding to queries via email and in person as well as ensuring safeguarding procedures for visitors are followed.
2. Maintain records, organise meetings and events in the school as directed. Maintain office systems, calendars and provide information/letters to parents and pupils by telephone, email and the school's chosen online communication system.
3. Support the administration of pupil admissions.
4. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
5. Support ordering supplies and stock control.
6. Collect, record, compile and present data, in order to maintain a comprehensive, up to date record of essential school data, using standard reports, various software, including MIS and respond to queries, where appropriate.
7. Maintain attendance records and follow up absence.
8. Assist with Free School Meals administration, online payments and dinner money systems.

9. Provide administrative support for educational visits, including using the school's online communication systems, booking transport and liaising with teaching staff and other schools and bodies if appropriate.
10. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
11. Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures
13. Ensure confidentiality and GDPR procedures.