



Job Description

JOB TITLE: Admin Assistant for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

GRADE: Grade 5, SCP 4-6

RESPONSIBLE TO: The Head teacher & School Business Manager and Brighter Futures Learning Partnership Trust

Specific Duties

- To collect and monitor the receipt of schools' transactions on ParentPay and cash e.g. school meals/milk, breakfast club, educational visits, fund raising events, after school clubs etc.
- To receive deliveries of stock and check goods against the delivery note issues, and certifying for receipt where appropriate.
- To assist with the maintenance of stock and supplies ensuring Best Value, cataloguing and distribution as required.
- To undertake reception duties, answer the telephone, dealing with face to face enquiries, welcoming and signing in visitors.
- To assist with the arrangements for school trips, liaising with staff for organising school visits, camps and extra-curricular activities. Produce letters and collect all medical consent forms as required by the policy. Ensure all information and appropriate paperwork for the visit is completed. Provide the Headteacher with all the required documentation/information for the trip/visit 24 hours before departure.
- To provide general clerical/admin support e.g. photocopying/filing etc.
- To undertake photocopying of school communications when necessary.
- To follow up any missing forms and information from parents/carers when necessary.
- To input pupil information and attendance onto SIMS on a daily basis.
- To monitor pupil attendance on a daily basis, chase up any missing marks and raise any concerns with the Designated Safeguarding Lead.
- To deal with queries, problems and enquiries from children, parents, carers and visitors by telephone or in person.
- To have a good working relationship with pupils.
- To monitor the correspondence from the school's email account and respond promptly to enquiries where necessary.
- To ensure accurate database management through the school's management systems.
- To produce and analyse data reports on a regular basis for the Headteacher. Including, attendance, clubs, certificates, ticket prize draws etc.

- To ensure the main office area and office is tidy and presentable at all times.
- To deal with minor injuries to pupils when required.
- To help maintain a safe working environment, maintain safe working practices at all times and advise the appropriate person of any matters which may affect safety at work.
- To undertake administration duties as directed by the Headteacher and Senior Leadership Team.
- To contribute to the smooth running of the office.

Safeguarding

- To acknowledge that the Safeguarding of pupils is at the forefront of the school and to continually promote safeguarding on a daily basis
- To be continually alert to any behaviour which is a cause for concern
- To comply with the school safeguarding policies ensuring that they are used as a live document of everyday life in the school
- To report any concerns, rumours, inappropriate behaviour to either the head teacher, any member of SLT or the DSL.
- To promote a culture of raising concerns and supporting pupils and colleagues to bring any concerns to the attention of any SLT member in the school.
- To champion a culture of safeguarding children in every duty that you undertake, making sure that appropriate policies in school are followed at all times
- To understand, uphold and continually champion Fundamental British Values in the school, modelling the behaviours that as a school we value.
- To challenge any behaviour that is in contrast to the Fundamental British Values.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust

The School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.