

West Leigh Junior School

Job Description



Position:	Admin Assistant
Grade:	Level 5 Points 7 to 12
Hours:	15 hours per week, Monday to Friday – 12.15pm – 3.15pm, term time only
Responsible to:	Office Manager and Principal

Tasks and Duties:

- First aid for pupils.
- Ensure the medical room is kept tidy and stocked.
- Check all first aid kits on a weekly basis and replenish any missing items.
- Carry out regular stock checks – photocopy paper, resources, medical and general.
- To ensure visitors are greeted appropriately and provide refreshments.
- To ensure that all queries are answered effectively.
- ParentPay administration and finance.
- Administration and finance of school trips and clubs.
- Producing reports/spreadsheets to monitor income.
- Communication with parents via ParentPay.
- Administration and finance related to peripatetic music lessons.
- Assist with input of pupil data onto SIMS.Net and upkeep of pupil records.
- Administration and finance related to After School Club.
- Assisting with arrangements for staff events.
- Assisting staff with bulk photocopying.
- Distributing stock.
- General office duties.
- Keeping the main office and reception area tidy and clean, including the reprographics room/stock cupboards.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties set out above.

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.

As part of our duty to safeguard pupils, we are required to ask whether you have been disqualified from caring for children.