

Mayfield Preparatory School

*Believe it! Achieve it!*

JOB DESCRIPTION

**ASSISTANT SCHOOL ADMINISTRATOR**

Responsible to: Head Teacher, Senior Management Team and School Administrator

Job description

Under the direction of the Senior Management and School Administrator to assist in the smooth running of the school office, to be the first point of contact with the school for prospective parents, visitors and business partners, to enable effective communication between the school and parents, and to support the school staff with administrative tasks.

Main duties and responsibilities

* Communicating and liaising with parents and staff – in person, in writing and electronically
* Banking (includes: keeping bank books and petty cash books)
* Booking school visits and arranging transport (includes: sending out letters to parents and collecting in monies via Parentpay)
* Calculation of salaries for Dinner ladies and After school club staff and sending figures to accountants
* Stock orders (for all teachers, nursery, and office)
* Book clubs for both staff and children - collecting monies and order books
* Extra Curricular Activities administration (Swimming and ballet - including: lists, fees, teachers’ pay, invoices via Parentpay)
* After-School Club administration (including: lists, fees, teachers pay and invoices)
* Dinner money administration
* Post (dealing with evening post, stamping-posting-listing in post book)
* Photocopying
* Filing
* Answering the telephone and making calls
* Programmes for school events (includes: typing and photocopying)
* Typing of letters, notices, etc
* Taking minutes of meetings
* Checking of invoices received in school & forwarded to accountants on weekly basis
* Monitoring of registers, recording of absent pupils and late arrivals and chasing up reasons for absence via SIMS
* Issuing of medicines in accordance with school policy
* Knowledge of SIMS & Parentpay preferred but not essential
* Any other reasonable duties that may be requested by the Head or Deputy

Authorised to

* Have access to child assessment records and data as part of the duties described above, following the school’s guidelines with regard to confidentiality.

Entitlement

Induction, training and professional support

* To receive new staff induction training in line with the school’s policy if appropriate.
* To receive appropriate training, as applicable, for all duties which are required within this job description.
* To receive the support of a line manager and to work as a valued part of our whole school team.

Staff Appraisal

* To set objectives in line with the agreed Staff Appraisal policy.
* To agree objectives with the assigned team leader.
* To contribute to a review of performance against the objectives set.
* To benefit from professional development opportunities in line with identified school and professional priorities.

Qualifications

* Successful completion of DBS forms and satisfactory clearance being received.
* Successful completion of school Induction.