

**Job description for:** Administrative Support Assistant

**SALARY SCALE**: Grade 2 Pt 2

**HOURS**: 20 hours per week Monday, Tuesday, Thursday mornings & Friday all day. 38 weeks term time. This will include 1hour Midday Supervisor role. *Occasional outside normal working hrs may be required.*

**STATUS:** Fixed term initially to 31st August’26with a view to being perm**a**nent subject to funding

**PURPOSE:** To assist the Executive Headteacher, Head of School, Office manager and Team, and School Staff of Bramford CEVC Primary School by providing administrative support.

**RESPONSIBLE TO**: Senior Administrative Assistant, Office Manager, Head of School and Executive Headteacher

**PLACE OF WORK:** Bramford CEVC Primary School

# Main Duties and Responsibilities

## CLERICAL AND ADMINISTRATIVE

Undertake a number of duties associated with providing a secretarial service to the Executive Headteacher/ Head of School, Office Manager and staff, for example:

* Act as first point of contact for Executive Headteacher/Head of School/Staff Team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail
* To ensure school security arrangements are always complied with, including the issue of visitor badges and signing of the visitors’ book
* Process incoming and outgoing mail, including electronic mail and distribute appropriately
* Maintain School filing systems/record keeping
* Undertake or oversee a range of typing/word processing and clerical duties for the Executive Headteacher, Head of School and other staff e.g.

newsletters, general letters, trip letters and routine correspondence

* Operate reprographic equipment as required

**FINANCIAL**

* Receive and process monies/income, including processing and banking of cash/cheques and issue of receipts in accordance with procedures, e.g. school meals, school funds, sale of tickets, supplies

## OTHER

* Administer first aid and medicine to pupils as required, in keeping with the school’s policy. Conduct checks on and order first aid supplies as necessary
* Check and unpack deliveries
* Assist in arrangements for school activities, including trips
* Provide administrative support, e.g. photocopying, typing, filing, collation of pupil reports, receiving and checking off deliveries
* Resolve where possible or report property matters or faults which require attention e.g. with the photocopier to the relevant outside agencies
* Attend meetings and training sessions as required
* Manage school lost property and oversee the sale of second-hand uniform

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. It may include ad hoc duties, which require some initiative, and the need to make day-to-day decisions about workload, within a clear framework.