

# Hillshott Infant School and Nursery

**TITLE OF JOB:** ADMINISTRATIVE ASSISTANT  
**LOCATION:** HILLSHOTT INFANT SCHOOL AND NURSERY  
**GRADE:** H3 – H4 DEPENDENT ON EXPERIANCE

## 1. JOB OUTLINE

### 1 a) REASON JOB EXISTS

Provide clerical, administrative and financial support to the School and Nursery.

### 1 b) MAIN AREAS OF RESPONSIBILITY

- Admissions
  - Send out offer letters with application forms and manage the applications database
  - Organise new parent meetings and tours
  - Input new student details on to SIMS
  - Pupil Premium applications
  - Manage Nursery numbers and waiting lists
- Attendance
  - Make first call contact to parents/carers in the event of pupil absence
  - Attend and prepare for monthly meetings to report on persistent absences and late arrivals
  - Send letters and guidance to parents as needed after attendance of such meetings
  - Meet with the school attendance officer as needed with the headteacher or designated SLT member
  - Issue penalty warnings and charges
- Clubs
  - Inform parents when clubs are available
  - Set up payments and monitor through electronic payment system
  - Set up club registers and inform teachers
  - Liaison with third parties including sport coach booking and requesting invoices
  - book and cancel sessions as needed
- Catering
  - Send out dinner choice / milk requests letters
  - Manage pupil choices and orders with third parties / Herts Catering
  - Act as first point of contact for on-site Catering Team
  - Prepare daily lunch numbers and supervisor lists for lunch time team
  - Record payments and chase any outstanding
  - Complete milk / catering returns as necessary
- Finance
  - Preparation of half termly Nursery invoices
  - Monitoring of payments
  - Banking support
  - Recording of income
  - Management of HMRC codes for 30hrs Nursery funding
- Hiring
  - Main point of contact for hirers wishing to hire the school out-of-hours
  - Preparation and monitoring of payments

- Liaison with key holders
- School Trips
  - Assist staff with staff proposals
  - Create and manage permission slips and letters
  - Liaison with trip venue and ensure all risk assessments are collated and assessed in line with procedures
  - Organisation of extra volunteers to ensure correct ratios
  - Monitor payments and bookings
  - Management of events on Solero / Evolve system
  - attend relevant training to ensure trips are run safely and are compliant with health and safety regulations
- Policies
  - Maintain the school's policy folders ensuring that all copies of policies are current and that they are not removed from the folders
  - Providing copies of policies to members of the school community on request
  - Support the School Business Manager in updating Health & Safety procedures and policies as needed
- Inventory
  - Maintain the school's Inventory log tracking the purchase and disposal of essential school equipment
- Assist with pupil welfare matters, including contacting parents and staff, providing first aid and administering medication
- IT based tasks including - social media, updating the school website and school community communications via ParentPay and Marvellous Me school apps.
- Administration of events including setting up booking system, inventory and issuing tickets.
- Undertake reception duties including response to telephone, email and personal enquiries
- Any other office duties as required to include:
  - SIMS input and reporting
  - Pupil and staff data sheets and update SIMs accordingly
  - Administer school photographs
  - Maintaining medical records and ensuring class teachers are kept up to date
  - Supporting School Business Manager with statutory returns
  - Booking staff training

## **1 c) EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

## **1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## **1 e) Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## **1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **2. SUPERVISION**

The jobholder reports to the School Business Manager with all non-routine decisions being referred upwards.

## **3. JOB CONTEXT**

The jobholder is a member of the Support Team who provides reception and administrative services to the school. The team is managed by the School Business Manager and consists of a Resources Manager and an Administrative Assistant who assists the Speech and Language Base within school.

The work is varied and has daily, monthly and termly routines.

## **4. CONTACTS**

The jobholder works with all members of staff in the school and has frequent contact with parents and visitors.

## **5. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Discretion and confidentiality at all times.
- Basic knowledge of first aid.
- Ability to use standard office software.
- Ability to work in a team.
- Understanding of the needs of children.

## **6. PROBLEMS AND DECISIONS**

The jobholder is expected to exercise discretion and high levels of confidentiality at all times. Working in the school office means you may filter communication and phone calls for the Senior Leadership Team, SENCo and Family Support Worker about very confidential matters concerning pupils of the school.

## **7. DIMENSIONS**

Whilst the school is a cashless environment via the use of ParentPay, there may be times when the job requires the recording and banking of small sums of money collected from pupils and staff. Whenever handling money you will have the support of another member of the team.