

Cottenham Primary School

JOB DESCRIPTION

OFFICE ADMINISTRATIVE ASSISTANT

Cottenham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment

MAIN PURPOSE OF THE JOB

- To work as part of the administrative team to support the collection, storage and retrieval of pupil information to ensure the legal requirements are met, parents are informed and the required management information is available to the school
- To provide an effective administrative and service within the school
- To ensure absolute confidentiality in all areas of the school

ACCOUNTABLE TO

Office Manager

AREAS OF RESPONSIBILITY

1. Assist the Office Manager to maintain and operate efficient administrative and support systems in accordance with approved criteria and resources to meet the needs of the school
2. Maintain a bright, welcoming and well-ordered office environment to provide assistance for staff and pupils by resolving or redirecting queries and giving advice where appropriate
3. Ensure all staff complete AM registers correctly
4. Complete daily safeguarding checks to ensure all absent pupils are accounted for and update Bromcom.
5. Input into and operate Bromcom for recording, storing, retrieving and analysing information on pupil data, maintaining pupil records and producing the required reports
6. Ensure the effective reception of all parents & visitors and telephone & email enquiries to the school to promote the positive objectives of the school.
7. Ensure the visitors' book is maintained.
8. To work collaboratively with all staff to promote the objectives of the school
9. Ensuring that the diary on the school website is up to date at all times
10. Generate correspondence and reports of a routine nature
11. Sort and distribute post
12. Maintain effective and relevant filing systems

13. Co-ordinate parent communications (via Bromcom)
14. Create welcome packs for new parents
15. Respond, file, distribute or escalate all the emails through the office@cottenham.cambs.sch.uk email address
16. Distribution of milk to all the relevant classrooms
17. Complete lunchtime registers, ticking off names of the children who have opted for a school meal and following up with those children who do not appear. (This is a shared responsibility with the other members of the Office team and amounts to two x 0.5 hour lunchtime duties per week)
18. Responsible for dietary requirements overview (updating class sheets, issuing of wristbands, checking Bromcom updated and up-to-date information shared with the kitchen)
19. Process Absence Request Forms. Inform Office Manager of any Penalty Notices that need to be requested
20. Update reception photo boards, when needed
21. Administer First Aid
22. Undertake any other relevant duties relevant to the post as designated by the Office Manager, including special projects.