

# Job Description – Administrative/Lunchtime Assistant

**Job Title: Administrative/Lunchtime Assistant**

**Hours: 22 hours and 30 mins hours per week, term time only (8.35am – 13:05pm)**

**Scale: B1 (£6,471- £6,974 Actual Salary) Administrative Assistant**

**Scale: A1 (£1,709 Actual Salary) Lunchtime Assistant**

## **Job Purpose:**

To assist in the provision of efficient administrative services to the school, including financial, clerical, word processing, reception services and working to strict time schedules. To provide word processing support regarding all correspondence for the Headteacher. To liaise with Senior Management Team, Teaching staff and other administrative staff. To liaise with all visitors and provide a high quality, courteous, effective and efficient point of enquiry and information. Also assist at lunchtimes.

## **Duties:**

1. To assist in the provision of confidential secretarial, word processing, and other support services to the school as required and/or delegated by the Headteacher.
2. To respond promptly to all telephone calls in a courteous, effective and efficient manner and to deal with day-to-day enquiries, referring, where necessary, to the Headteacher or School Business Manager.
3. To assist in the production of standard forms, letters and other school documentation.
4. To use SIMS.net, Parent Pay, Word, EXCEL, Publisher and other appropriate software.
5. To provide assistance with medical arrangements, maintaining record of specific medical needs of pupils, and overseeing sick and/or injured pupils, administering First Aid if required (First Aid training will be given if required).
6. To participate in, and receive INSET training where appropriate.
7. To support, uphold and contribute to the development of the school's equalities policies and practices in respect of both employment issues and the delivery of services to the community.
8. To assist at lunchtimes with supervision of the pupils.
8. On occasion be required to undertake other duties commensurate with the grade and level of responsibility defined in the job description.