



Decoy Community Primary School

Job Title	Administrative Assistant		
Location	Decoy Primary School		
Reporting to (job title)	Senior Administrator		
Grade	C		
Effective date	2018	Job Number	G.0384

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

General Responsibilities: School

- Resource support – ordering, photocopying and Laminating
- Maintain data systems
- Update and manage school/community communications including ParentMail and social media
- Maintain financial systems
- Ordering – stationery, general stock
- Processing invoices
- Downloading data
- Updating records

Admin Responsibilities - Breakfast and After School Club

- Maintain data systems for bookings
- Update and manage BASC communications (ParentMail)
- Maintain financial systems
- Processing invoices
- Downloading data
- Updating records

Appraisal

Annual performance review is based on this overall job description and with particular emphasis on individual annual targets. These are set in discussion with your line manager.

Line Manager: School Business Manager

This job description may be amended at anytime, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English