

**Corpus Christi Catholic Primary School**

**Joyfully, unique in Jesus’ family, we learn to use our special gifts**

**to love, serve and make the world a better place**

**Job Description**

**Administration Assistant including Pre-School Administration**

Responsible to: Pre-School leader and Office Manager

Line Manager: ?

# Job Purpose

To support the pre-school in delivering high standards of pupil-wellbeing and attainment through the provision of efficient, confidential and supportive administration.

To be a positive ambassador for the school and pre-school when meeting parents and other visitors and to act as a first point of reference when parents and visitors arrive.

**Main Duties**

1. Customer Focus

a. Offer helpful, friendly, approachable and professional service at all times and ‘Model’ excellent professional relationships with children, parents and other professionals in the school.

b. Adhere to Corpus Christi procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.

c. Perform Receptionist duties as required: acting as first point of reference for,

children, parents, visitors and telephone enquiries.

d. Take appropriate action on your own initiative, resolving minor matters, referring more serious matters to an appropriate member of staff.

2. Administration

a. Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age.

b. Daily maintenance of Early Education Funding Provider Portal and timely submission and reconciliation of parent declarations and funding claims. Regular liaison with the Finance Officer regarding income and meeting BCP Deadlines.

c. Manage the pre-school diary, phone calls, and email communications

d. Support the Finance Officer in placing orders for supplies and equipment within the pre-school budget for authorisation by Headteacher

3. Attendance

a. Follow attendance procedures for the pre-school.

b. Monitor registers and on a daily basis, call families where children are absent

c. Enter daily attendance on the school online database.

d. Produce attendance reports upon request.

4. Admissions/Pupil Data

a. Process pupil admissions in accordance with pre-school admissions policy.

b. Maintain accurate records of children’s information, including attendance, medical details and progress reports.

5. Data Management

a. Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times.

b. Collecting, collating and managing data related to the pre-school, including the census.

6. Safeguarding

a. Comply with all policies and procedures especially child protection, health and safety, and code of conduct.

b. Contribute to safeguarding the welfare of children in the school.

d. Maintain the visitors log book and ensure all visitors and contractors can be identified by

wearing clearly visible badges.

7. Accountability, Performance and Line Management

a. Take responsibility for your work, encourage and accept feedback from your colleagues

and your line manager and respond to or adapt to change as required.

b. Take an active part in the Performance Management process with your line manager,

sharing your success stories as well as your challenges.

c. Appreciate, respect and support the role of other professionals.

8. Additional information

The post holder may be required to undertake any tasks as directed by the Pre-School Leader and / or Office Manager to support the school in meeting the needs of pupils and any other tasks as directed by the School Business Manager. This job description may be amended from time to time in consultation with the post holder.