

Job Description



Post title	Senior Administrative Assistant
Job Evaluation	Yes/No (N11948)
Grade	Grade 4
Service	Schools
Service area	Durham Trinity School & Sports College
Reporting to	Director of Resources
Location	Durham Trinity School & Sports College
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

Responsible for ensuring the provision of effective secretarial, administrative and clerical support service to facilitate the day-to-day running of the school office.

Duties and Responsibilities

- To carry out duties related to school meals using Arbor to monitor payment for school meals, sending out reminder letters as necessary, informing Kitchen of dinner numbers including latecomers etc, associated paperwork, ensuring free meals register is up to date.
- Liaising with School Meals Contractor (Chartwells) regarding special diets.
- To support the Assistant Headteacher to ensure class registers are completed in line with safeguarding procedures.
- Recording pupil absence and ensuring appropriate correspondence is issued to parents.
- To contact parents using the school system to ascertain non-attendance and to prepare attendance reports for the Headteacher reporting absence patterns/non-attendance to the Deputy Headteacher
- To prepare/input pupil data as required by the school, LA, DfE and other relevant agencies. This may include daily, weekly, monthly, termly and annual.
- To administer pupil admission/leaving procedures including preparation of documentation and records. This will include upkeep of admissions records.
- To distribute information to parents as appropriate, to ensure the smooth and efficient organisation of the school and keeping parents up to date with relevant information.
- Administration of the School Communication App (Reach More Parents) setting up parent logins, creating forms and monitoring responses and posting notices as required by the Headteacher.
- Administration of Educational Visits and Clubs including setting up on Arbor, monitoring payments, sending letters to parents and ordering packed lunches.
- Administration of Pupil Immunisation Programme including liaising with supplier (Intrahealth).
- Input blanket orders and retrospective orders on Oracle.
- Receipt invoices and process invoice holds on Oracle.
- Liaise with School Funding Creditors and Suppliers on queries relating to payment of invoices.
- Take minutes of meetings of the Governing Body.
- Administration of parent mileage claims.

- Administration of school mini bus returns to the Local Authority.
- Administration staff identity badges and allocation of keys.
- Monitor school secure email account ensuring emails are forwarded to the appropriate person.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.