



## **Full Time Admin Assistant Job Description**

Responsible to: Headteacher

### **Duties and Responsibilities**

- Based on Reception – meeting and greeting visitors and answering the phone
- Collating school dinner numbers and advising kitchen
- Recording attendance on SIMS (management information system)
- Nominated First Aider
- Issuing Student medication at lunchtime
- Providing admin in respect of medicals/photographer
- Preparing and distributing shopping orders
- Pay360 support
- Booking school trips
- Uniform sales
- Reprographics
- Providing support to the Headteacher and members of SLT as required
- Other general office duties

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