# CHESHIRE EAST COUNCIL

# JOB DESCRIPTION QUESTIONNAIRE

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| **JOB TITLE** | **Administration Assistant – (Special School)** | **JOB REF NO** | **AAAF5018** |

 **BASIC JOB PURPOSE**

To co-ordinate personnel & pupil administrative systems in the school in order to provide comprehensive support for staff, Head Teacher and Governing Body.

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1.** | Administer the school website ensuring it meets DFE requirements and current legislation. |
| **2.** | Maintain school pupil data bases including SIMS to ensure accurate information is available and produce reports from the system to facilitate management decision making and statistical analysis to meet statutory and LEA requirements. |
| **3.** | Develop and maintain administrative systems so that support provided is efficient and effective. |
| **4.** | Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail, diary organisation etc to ensure the efficient and timely provision of information. |
| **5.** | Deal with telephone and face to face enquiries to ensure that all calls/visitors are handled efficiently and effectively and good relations fostered. |
| **6.** | Place orders for school supplies and services, receive and check goods when delivered. |
| **7.** | Develop and maintain administrative systems so that support provided is efficient and effective. |
| **8.** | Respond to enquiries, in person and by telephone, from a wide range of school contacts, by dealing with the issue directly or by referral to school professional staff as necessary. |
| **9.** | Process and raise invoices to ensure that bills are paid accurately and promptly and accurate up to date financial records maintained. |
| **10.** | Collect and count cash and cheques received e.g. dinner monies, donations etc. and maintain accurate records of all monies received to ensure that all monies are accounted for. |
| **11.** | Process and raise invoices to ensure that bills are paid accurately and promptly and accurate up to date financial records maintained. |
| Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.  |