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**Bradley Nursery School**

**Job Description: Administrative Assistant:**

**Salary Range**: **Grade 4**

**Employer: The Governing Body of Bradley Nursery School**

**Responsible to: The Headteacher / School Bursar**

**Staff responsible for: None**

**Contracted hours: 35hrs per week / 39 weeks per year**

**Job Purpose & Employment Duties:**

Provide general administrative and clerical support to the school and assist in the smooth running of the school office.

Be an ambassador for the school when meeting parents and other visitors and to act as first point of contact and deal with everyone in a positive and professional manner in line with the supportive ‘can –do’ Ethos of the school.

Contribute to the overall vision and ethos of the school ensuring and maintaining high standards.

Be aware of and support the school’s Inclusive ethos ensuring equal opportunities for all.

**Reception Area:**

Provide a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner, ensuring that all messages are dealt with in a timely and accurate manner.

Maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures ie signing in / out issuing of ID badges.

Deal with incoming and outgoing post.

Provide hospitality for visitors

Provide information and support to staff as required

Ensure that all information is treated confidentially and have absolute discretion at all times, complying with data protection procedures.

Ensure the office and main reception areas are tidy, welcoming and information is up to date and replenished.

**Administrative:**

Maintain the school Diary / Calendar (website)

To collect, record and issue receipts for school fund and extended care provision (in liaison with the school bursar)

Assist the school bursar in weekly audit of cash box monies.

Update manual and computerised records (including SIMS) as required and produce reports as required by the Headteacher

Update and distribute communications – including production of newsletters / noticeboards /school website and other communications with parents, colleagues and other professionals and community members.

Support the Headteacher by providing general administrative duties such a photocopying, filing, emailing or completion of routine forms.

Take meeting minutes when required

In liaison with the headteacher and school bursar, support the reporting of repairs to **Becon,** manage contactors that attend site and record work progress on internal tracking system.

Assist with monitoring and maintenance of stock and order supplies under the direction of the school bursar. Receive, check and distribute stock / orders.

Complete fruit, food and milk orders in liaison with the school bursar

Support the collection of 30hrs children and ensure safe handover.

Liaise with parents and staff regarding pupil absence.

**Specific Duties:**

Collate absences and update SIMS and create weekly registers.

Manage the school termly traffic light attendance system and create a termly report for the headteacher.

Monitor pupil numbers and maintain the pupil number spreadsheet. Ensure this is up to date.

Input new pupil application data into SIMS

Support the headteacher to manage regular updates to the school brochure and other information for new starters. Ensure brochure packs are collated and ready for distribution.

Support the school bursar with Admissions and induction – including organisation for home visits and collation of paperwork (ie parental agreements)

Admit new pupils and input contextual information including allergies etc.

Collate spreadsheet of Primary School applications

Support classteachers with the administration of end of year reports. Liaise with primary schools to send reports and other agreed documentation on to school the relevant schools.

Monitor and maintain first aid supplies across school

Support the headteacher in maintaining the school’s Health and Safety files

Maintain and update the school policy folder (paper / electronic & website)

IT: Maintain update and install Apps on the School IPADs as required by the headteacher.

Support the headteacher and school bursar in school marketing and promotion and engage in school events / fundraising activities

**Undertake any other reasonable duties as determined by the headteacher or school bursar.**

**Work within the school policies and procedures.**

**Participate in regular supervision/ performance development reviews as required.**

**Attend training as required and take responsibility for your own professional development.**

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| Headteacher: Kay Burke | Date: May 2025 |
| Post Holder | Date: |

**The Job description will be reviewed annually but may be amended at any time following discussion between the headteacher and member of staff.**