

# Highwoods Academy,

Highwoods Road,  
Mexborough,  
South Yorkshire.  
S64 9ES

☎ (01709) 583273

☎ (01709) 584757

✉ [admin@highwoods.doncaster.sch.uk](mailto:admin@highwoods.doncaster.sch.uk)

Head teacher: Mr. G. R. Rhodes



Job Description – School Admin Assistant  
Hours 30 per week term time only + 5 days

Main duties and responsibilities of Admin Assistant

## Relationships

- To welcome visitors and handle enquiries appropriately.
- To ensure all visitors sign in
- To liaise with teachers, non-teaching staff and parents appropriately.
- To deal with all telephone enquiries

## Administration

- To operate the school's computer based administrative system.
- To ensure that computer based and manual filing systems are maintained.
- To manage the clerical systems for school meals.
- To operate and manage Parentpay
- To manage clerical systems for Extended School activities
- To control the issue of stationery.
- Maintaining Office and Curriculum diaries.
- To ensure appropriate arrangements are made for the maintenance of school equipment.
- To ensure that the inventory of school equipment is maintained.
- To handle correspondence, orders, curriculum documents, school prospectus.
- Acknowledging receipt of correspondence and composing routine replies.
- To produce documents using desktop publishing as required
- To distribute both internal and external mail as required.
- To perform photocopying and faxing as required.
- To undertake energy monitoring matters.

## Finance

- To record pupil's dinner money, reconcile the school meals income weekly and prepare returns.
- To prepare all monies for banking.
- To collect and maintain records of all other income
- To place orders for furniture, equipment, consumable stores and books.
- To ensure goods are checked on receipt.
- To order goods as required
- To prepare invoices and process as necessary
- To raise invoice through FMS
- To assist Office Manager in ensuring school is compliant with SFVS, Accountants and Ofsted regulations.
- To maintain proper account records where necessary in accordance with the Academies Financial Handbook
- To record and process building maintenance orders

## Training

- To undertake appropriate training as required.

## Other

- To understand and comply with the Trust's Equal Opportunity Policy.
- To undertake First Aid duties.
- To ensure notice/display boards are updated regularly
- To comply with all Health and Safety policy and legislation in the performance of the duties of the post.

- To maintain data protection and confidentiality at all times
- To carry out any other reasonable duties with the overall function, commensurate with the grading and level of responsibility of the job.
- To cover duties of other admin staff when required

Note:

The Postholder's duties must be carried out in compliance with the school's policies and procedures, including child protection procedures and the Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide entitled 'School Support Staff – The Way Forward' commensurate up to and including Level 3. This job description will be reviewed annually, as part of the school's annual appraisal procedures for teaching assistants, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.