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Headteacher: Paul Lufkin

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 [@westwimbledonpr](https://twitter.com/westwimbledonpr)

JOB DESCRIPTION

Admin Assistant

Grade: ME5 pt. 5 (£19,647pa) Pro rata
Contract: Full time 40 weeks per year (TT + 1 Week during summer holiday)
Responsible to: School Business Manager

Job Purpose:

To be part of the administration team delivering an efficient, effective office and reception service within the school.

General Duties

Administration

1. Undertake reception duties including registration procedures and entering information on SIMS (training will be provided).
2. Communication with parents, answering face to face enquiries and signing in visitors according to the school safeguarding procedures.
3. Operate the telephone system, answer and forward incoming calls, ensure that messages are dealt with promptly.
4. Work as the receptionist within the office team to ensure the school runs smoothly and effectively at all times.
5. To support the Leadership Team.
6. Type up letters and other documents.
7. To enter, find, update, maintain and store information in paper-based, electronic files and databases.
8. Occasionally handle cash e.g. for school visits, dinner money.
9. Adding/editing items and communicating via Parentmail.
10. Using the Merton SAM facility to access information on admissions and liaising with the Local Authority.
11. Receive/check deliveries, follow up any discrepancies and arrange distribution within the school.
12. Open, sort and distribute incoming mail and post outgoing mail.

Personal Responsibilities:

Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example

1. Actively promoting school policies and procedures
2. Responsibility for own continued professional development
3. Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.

4. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
5. Attending meetings scheduled in the school calendar punctually
6. Adhering to the School's Safeguarding Policy

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.



Signed by Headteacher

Date: 14/06/2019

Signed by Postholder

Print name

Date: