# CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

# JOB DESCRIPTION QUESTIONNAIRE

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| **JOB TITLE** | **Administration Assistant -Primary School – Grade 3** | **JOB REF NO** | **AAAD5048** |

**BASIC JOB PURPOSE**

To provide a general clerical support across a range of duties taking responsibility for designated areas so that administrative processes related to the work of the school are effectively executed.

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|  | **MAIN RESPONSIBILITIES** |
| **1.** | 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. |
| **2.** | Maintain and update school files, manual and computer pupil records to ensure that accurate information is stored securely and available for use by appropriate persons. |
| **3.** | Maintain school pupil databases to ensure accurate information is available to produce reports from the system to facilitate management decision making and statistical analysis to meet statutory and LEA requirements. |
| **4.** | Maintain administrative systems so that support provided is efficient and effective. |
| **5.** | Collect and count cash and cheques received e.g. donations etc. and maintain accurate records of all monies received to ensure that all monies are accounted for. |
| **6.** | Deal with telephone and face to face enquiries to ensure that all calls/visitors are handled efficiently and effectively and good relations fostered. |
| **7.** | Deal with message/letters/information for parents. |
| **8.** | Receive goods and other items (including pupil’s personal possessions) and ensure they get to the correct destination. |
| 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 Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.  |