



Naphill and Walters Ash School
Kilwood, Walters Ash, High Wycombe, Bucks, HP14 4UL
Headteacher: Kerenza Gwynn
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Administration Assistant – Job Description

Purpose of the Role

To provide comprehensive administrative and secretarial support to the Headteacher, Senior Leadership Team and wider school staff, ensuring the efficient day-to-day running of the school office. The role includes acting as a key point of contact for parents, pupils, staff and external agencies.

Key Responsibilities

Reception and Communication

- Act as the first point of contact for visitors, parents, pupils and external agencies, providing a professional and welcoming reception service.
- Manage the school office reception area, including signing in visitors and ensuring safeguarding procedures for visitors and contractors are followed.
- Handle enquiries and correspondence including via telephone, email, ParentMail and face-to-face.
- Respond to requests from staff, pupils, parents, prospective parents and external organisations in a timely and professional manner.
- Conduct tours of the school for prospective parents and pupils.

Administrative Support

- Provide administrative and secretarial support to the Headteacher, Deputy Headteacher, School Business Manager and other staff as required.
- Maintain and update the staff noticeboard on a weekly basis.
- Update the school diary as required.
- Order school supplies and equipment and receive deliveries, parcels and post.
- Produce certificates for Year 6 awards and ensure trophies and plates are engraved accordingly.
- Produce the rota for Midday Supervisors and Teaching Assistants for lunchtime supervision.

School Systems and Data Management

- Maintain and update pupil information on the school management system SIMS, including:
 - adding and removing pupils
 - updating contact details and ensuring we have 2 contacts for every child
 - recording address changes
 - maintaining medical information
 - requesting and sending Common Transfer Files (CTFs) between schools

- Set up the new academic year on SIMS annually.
- Update pupil registers on SIMS on a daily basis. Contacting parents for any unknown absences
- Maintain pupil files, ensuring accurate filing systems and sending files to new schools when required.
- Update staff training records on SIMS.
- Record staff absences on SIMS.
- Assist with updating the school's Single Central Record.

Attendance and Pupil Administration

- Produce half-termly attendance reports for review by the Headteacher.
- Generate attendance letters to parents where appropriate.
- Maintain the attendance and holiday log.
- Produce attendance letters
- Update the vacancy spreadsheet as requested by the Buckinghamshire Council Admissions Team.

Admissions and New Starters

- Update and produce the Reception induction booklet and welcome letters.
- Send out and collate admission, permission and information forms.
- Prepare new starter admission packs.
- Support the administration of the admissions process and maintain accurate pupil records.

Trips, Clubs and Parent Communication

- Liaise with staff and external providers regarding lunchtime and after-school clubs, ensuring correct permissions are obtained and registers produced.
- Send ParentMail forms to parents for consent and sign-up relating to school trips, residential visits, Sporting Fixtures and clubs using ParentMail.
- Ensure registers for school clubs are produced and lifts are arranged if needed for Sporting Events
- Set up ParentMail payments for day trips and residential visits.
- Print weekly lunch orders and allergen reports.

Medical and Pupil Welfare Administration

- Maintain accurate medical information and files for pupils.
- Ensure up-to-date medication and completed medical forms are held in school.
- Ensure teaching staff are aware of medical needs for pupils in their classes.
- Complete Managing Medicines training as required.
- Administer medication to pupils when required in accordance with the school's Managing Medicines policy.

Compliance and Record Management

- Maintain photograph permission forms and checklists for each class on an annual basis.
- Distribute and collect Home/School Agreements, Data Collection Sheets and E-Safety Agreements annually.

- Ensure staff complete required annual documentation including:
 - Data Collection forms
 - Staff Disqualification Declarations
 - Pecuniary Interest forms
 - Code of Conduct acknowledgement
 - Keeping Children Safe in Education confirmation
- Update the staff handbook as required.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. All staff share this responsibility and must adhere to the school's safeguarding policies and procedures. The post holder will be expected to maintain vigilance in relation to safeguarding and report concerns in accordance with school procedures.

Confidentiality and Data Protection

The post holder will handle sensitive pupil, staff and school information. All information must be managed in accordance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR), and the school's confidentiality and data protection policies. Strict confidentiality must be maintained at all times.

Other Duties

The duties outlined in this job description are not exhaustive. The post holder may be required to undertake other reasonable duties appropriate to the level of the role, as directed by the Headteacher or School Business Manager, to support the effective operation of the school.