

OAKWOOD PRIMARY SCHOOL
Job description Administrative Assistant

Professional duties

Administrative /Clerical duties

- To work under the direct leadership of school Administrator.
- To maintain the school calendars.
- To prepare and send out letters and reports to parents when required.
- To set up permanent records of all new students who enter the school.
- To place orders for books, supplies, etc. from the approved budget.
- To take charge and screen regular mail and its circulation in the school premises.
- Preparing school bulletins for public release.
- To attend, and write draft agenda and minutes for selected meetings.
- To record all changes of addresses and phone numbers.
- To do general filing and photo copying for the head teacher and other teachers when required.
- Record fire drills.
- To maintain the fees database on the computer system.
- To chase parents who have not paid fees.
- To call homes of unexcused children.
- To call and book appointments with suppliers and repair engineers when necessary.
- To check daily the school mail box.
- To have the ability to type general letters and correspondence after being given their general context.
- To work towards deadline set by the Administrator
- To be prepared to go through training when new IT related systems are introduced.

Duties related to reception

- To receive, meet and greet parents and members of the general public and answer their questions.
- To sign in guests and check their ID's.
- To deliver messages and telephone calls to all staff members.
- To escort parents/guests to various rooms.
- To receive the general public and make appointments to see the head teacher or any other staff member.

Miscellaneous duties

- To collect school mail and prepare items for mailing.
- To report any accidents to the head teacher
- To work with the school administrator to put together the schools report/year book.
- To help prepare all documentation related to pupil examinations.
- To keep reception area clean, neat and tidy at all times.
- To maintain an inventory of School keys at all times.
- All works completed must be checked and proof read by the School Administrator first
- To work towards deadlines set by the Administrator
- To have a flexible approach to work and be prepared to work after school hours to accomplish a task where necessary.