



Chilton Primary School

Chilton County Primary School Admin Assistant Job Description

Overall Purpose of the Role

The Admin Assistant provides high-quality administrative support to ensure the smooth running of the school office. The role requires excellent communication, strong organisational skills, and the ability to work calmly and efficiently in a busy, child-centred environment. The postholder will be the first point of contact for parents, visitors, and external agencies, representing the school with warmth, professionalism whilst maintaining confidentiality. This role will also include a 30-minute lunchtime duty.

Key Responsibilities

Front Office & Communication

- **Managing emails and telephone enquiries**, ensuring timely and professional responses.
- Welcoming visitors, signing them in, and ensuring safeguarding procedures are followed.
- Proof-reading and sending out letters
- Supporting parents and carers with queries, including dinner money, trips, uniform, and attendance.
- Confidently and positively **chasing outstanding payments** for trips, dinners, and other school charges.

Administration & Record Keeping

- **Billing and banking** – processing payments, invoices, and financial tasks.
- Booking CPD for staff and maintaining training records.
- Managing admissions administration, including **booking school tours**.
- Maintaining staff contact lists and WhatsApp groups.
- Processing holiday requests and issuing holiday fines where required.
- Managing photocopying, printing, and resource preparation (e.g., assessment books, phonics materials, book labels).
- Completing Tesco orders and other routine procurement tasks.

Pupil Support & Welfare

- Supporting children who feel unwell or require first aid.
- Ensuring that the medical room is well resourced, checking medical expiry dates, restocking the first aid room and producing first aid forms.
- Managing milk and fruit arrangements.
- Supporting children coming for medication or classroom supplies (e.g., glue sticks).
- Managing lost property and uniform enquiries.

Headteacher: Miss Vousden

Deputy Headteacher: Mrs Knight

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01235 834263/ office.2555@chilton.oxon.sch.uk



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Attendance & Meals

- Completing daily registers ensuring compliance with legalities, making follow up calls and completing statutory recording.
- Support with holiday warning procedures including processing holiday requests and sending holiday warning letters and keeping our holiday tracking system up to date.
- Ordering school meals and supporting parents with dinner systems.
- Managing dinner accounts and chasing outstanding balances.

Events, Trips & School Activities

- Organising school-wide events, for example, weighing and measuring, Flu vaccinations, school photographs.
- Creating timetables and overseeing logistics for these events.
- Booking and organising **residential and school trips**, including coaches, payments, consents, and payment chasing.
- Completing general administrative duties to support day to day school activities such as making tickets for productions and stars for the week certificates.

Facilities & Practical Tasks

- Completing driving-for-work checks.
- Supporting PTA with administrative tasks.

Lunchtime Assistant

- Supervision of pupils in the dining areas, playgrounds or other parts of the school premises.
- To ensure good standards of behaviour are maintained.
- To assist with other associated lunchtime duties such as first aid.

The school office administrative assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies including the child protection policy, behaviour policy health and safety policy and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school administrative assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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