



MELVILLE-KNOX  
CHRISTIAN SCHOOL

## CLASSROOM ASSISTANT / ADMINISTRATOR JOB DESCRIPTION

<b>Position:</b>	Classroom Assistant / Administrator
<b>Reporting to:</b>	Lead Teacher
<b>Main Purpose:</b>	To support the running of the school through effective administration, and support delivery of education through assisting the Teacher in delivery of learning objectives.
<b>Qualifications</b>	A committed and communicant member of a Reformed, Confessional, Protestant Church

### MAIN TASKS

#### 1. Reception

- 1.1. Promptly processing any post, emails, or paperwork coming to the school, informing the appropriate parties, and replying when necessary.
- 1.2. Responding to first hand enquiries coming to the school.
- 1.3. Informing parents as directed by the Staff. This includes any changes to the school calendar, cancellation of school, or upcoming events.
- 1.4. Contacting parents in case of accidents or illnesses during school hours and if their child is not in school by 9.30 am.
- 1.5. Informing teachers when pupils will be absent or late.

#### 2. Policies

- 2.1. Filing and keeping secure all Disclosure information, ensuring Disclosure Handling policy is followed; keeping the key to the lockable filing cabinet
- 2.2. Filing any other forms pertaining to Policies

#### 3. Records

- 3.1. Filing and keeping all student records, including progress reports, Learning Support Records and records of absences
- 3.2. Keeping records pertaining to parents, e.g. all Contracts of Commitment, permissions for photos and outings etc.
- 3.3. Emailing progress reports to parents



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**4. Purchasing**

- 4.1. Ordering school books and resources as agreed by Staff and according to the budget agreed by the Board.
- 4.2. Ordering uniforms, keeping accurate records of stock and purchases, ensuring availability for parents, and transferring monies to the Treasurer.
- 4.3. Taking orders of school photos and distributing orders to parents
- 4.4. Basic accounts / bookkeeping.

**5. Promoting the School**

- 5.1. Updating social media regularly with photos and captions of school activities
- 5.2. Compiling and posting blogs of significant events that take place at the school
- 5.3. Compiling and sending out school newsletters once per term
- 5.4. Promoting special school events and fundraisers
- 5.5. Advertising for staff vacancies

**6. Classroom Assistance**

- 6.1. Assist teacher with conducting lessons, managing the classroom and developing materials
- 6.2. Track student progress during the school year and create reports to let parents understand what their children are learning
- 6.3. Act as a nurturing and encouraging influence for students during lessons
- 6.4. Monitor the classroom and minimise distractions and disruptions
- 6.5. Housekeeping

**7. Christian Character**

- 7.1. Consistently exhibit the fruit of the Spirit and spiritual maturity in daily work and in relationship with others in the school.