



Administration Job Description

POST TITLE: Clerical / Administration

POST LEVEL: Band D pro rota (£23,500)

39 weeks a year

Hours 8.30am-1.30pm Monday- Friday

Fixed Term post initially until 21st July 2024 with the potential to extend.

BROAD DESCRIPTION :

Provides a full receptionist service and clerical support to the school. Work is governed by established processes/procedures.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

Receiving confidential information and maintaining the integrity of the school.

TYPICAL TASKS

Reception:

Ensure reception area is welcoming and tidy.

Receives visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes)

Showing visitors around

Deal with routine enquiries, providing general information about the school and its activities – in person, by phone and email.

Be a first point of contact for students/pupils requiring help/support and referring them to other appropriate staff in school

Ensure safeguarding procedures are following in line with school policy

Sinigang in and checking visitors

Office duties:

Handle incoming emails, ensuring appropriate distribution

Handle outgoing emails.

Ensure supply of and maintain stationery and office supplies

Maintain records / files / data bases, inputting and retrieving information.

Prepare registers and absence forms, ensuring relevant information is disseminated promptly re: absences

Publish attendance reports

Book trips and visits, including coaches

Organise after school clubs including payment

Administration of ParentPay

Collating dinner registers and meal choices

Undertake word processing, generating standard letters

Take minutes of meetings

Signing in late pupils and pupils leaving early

QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES

Educated to at least GCSE/GCE O level /CSE grade 1 or equivalent, in literacy and numeracy to be able to write routine letters, take minutes, work with data bases and maintain records.

Able to communicate and exchange information, verbally and in writing, with a range of audiences.

Good knowledge of the school, its organisation, activities and policies.

Can undertake straightforward calculations, maintain records and read and write messages and instructions.

Competent in use of software and office equipment

Can operate a computer and have sound word processing skills.

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children

Able to undertake routine work or work within established procedures but without close supervision. Can solve straightforward problems. Able to make some decisions involving the use of judgement.

Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school.

Good organisational skills

Be able to stay calm and (on occasion) deal with difficult or aggressive visitors