

ADMINISTRATION & ORGANISATION

LEVEL 2 - Under the instruction/guidance of senior staff: provide general administrative/financial support to the school. **GRADE 6**

TASKS

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Liaise with catering staff and provide school dinner numbers
- Assist with monitoring attendance and recording absences as part of daily registration
- Work closely with all staff and parents to assist with queries and the daily running of the school

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Process orders under guidance from School Business Manager
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Experience	<ul style="list-style-type: none"> • General clerical/administrative/financial work • Experience of working in a school is desirable
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none"> • Appropriate knowledge of first aid • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Good attention to detail and organisational skills • Ability to deal with confidential and sensitive situations • Knowledge of relevant policies/codes of practice & awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these • Ability to identify own training & development needs & cooperate with means to address these