

ADMINISTRATION & ORGANISATION

Under the direction/instruction of senior staff: provide routine general clerical, administrative, Health and Safety admin support to the school. **GRADE 4**

TASKS

Health and Safety

- Carry out routine weekly/termly site checks and record on computerised system
- Monitor and record regular Health and Safety checks carried out by contractors eg water checks, servicing of systems, fire alarm service
- Liaise with contractors / staff regarding timely execution of repairs and maintenance
- Monitor annual Health and Safety Audit and ensure actions are carried out
- Monitor and review site risk assessments

Administration

- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail / emails
- Undertake routine administration e.g. registers/school meal

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Liaising with parents/staff
- Assisting with arrangements for visits by school nurse, photographer etc.

Resources

- Operate office equipment e.g. photocopier, computer

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 work• Working in a school / education setting• Health and Safety – desirable
Qualifications/ Training	<ul style="list-style-type: none">• NVQ2 or equivalent qualification or experience in relevant discipline• Good numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none">• Effective use of IT packages• Use of relevant equipment / resources• Keyboard/computer skills• Participate in development and training opportunities• Knowledge of relevant policies/ codes of practice and awareness of relevant legislation• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these