

JOB DESCRIPTION

SCHOOL:

POST TITLE: Administration Level 3

GRADE: F (SCP 7 - 8)

REPORTS TO:

MAIN PURPOSE: Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.

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TASKS:

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips/events etc

Administration

- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
- Assist in the management of manual and computerised records/information systems
- Analyse and evaluate data/information and produce reports/information/ data as required
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc, including those to outside agencies e.g. DCSF
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

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

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
- Assist in the monitoring and planning evaluation of the budget as required
- Assist in the managing of uniform/snack/other 'shops' within the school

- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

1.3

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION**POST TITLE:** Administration Level 3**GRADE:** F (SCP 7 - 8)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience First Aid training
EXPERIENCE:	<ul style="list-style-type: none"> General clerical, administrative and financial experience 	<ul style="list-style-type: none"> Experience of reception duties Experience of working in a school environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> Good numeracy/literacy skills Effective use of ICT packages Use of relevant equipment/resources Good keyboard skills Knowledge of relevant policies/code of practice & awareness of relevant legislation Ability to relate well to children and adults Good communication skills Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify own training & development needs and be willing to address these Positive approach to customer care Good organisational skills 	<ul style="list-style-type: none"> Appropriate knowledge of First Aid Ability to complete statistical returns
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> Friendly and approachable manner Self motivated Flexible A commitment to working as part of the whole school team and supporting the vision and 	

	aims of the school	
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