

ADMINISTRATION & ORGANISATION

LEVEL 1 - Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. **GRADE 4**

TASKS

Organisation

- Undertake reception duties, answering routine 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.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, 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
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

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
Qualifications/ Training	<ul style="list-style-type: none">• Induction/basic skills• Good numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of first aid• Good understanding and ability to use relevant technology e.g. photocopier• Keyboard/computer skills• Participate in development and training opportunities• 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

