**ST BEGA'S R C PRIMARY SCHOOL**

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| Job title | Administration Officer |
| Salary Scale | Band 7, 30 hours per week, tto |
| Responsible to | Headteacher, Governors and School Leadership Team |
| Responsible for | Clerical and administrative support, reception and general office duties |
| Line Manager | Headteacher |

## Purpose of the Role

Working within process guidelines to provide clerical and administrative support including the answering of telephones, taking messages and responding to enquiries. Undertake reception and general office duties.

## Main Responsibilities by function;

### To provide general clerical and administrative support to the school administration function

- Ensure office stationery, and other office consumables are ordered in accordance with the School's purchasing procedures. This includes liaising with external suppliers to order stationery and consumables.
- Using a degree of personal responsibility and initiative, maintain records, organise meetings, room and travel bookings and maintain office systems and diaries.
- To produce minutes of both formal and informal meetings when required.
- Use initiative to organise the time and diaries of more senior staff following general instructions and guidance.
- Take messages, answer questions from, and give information to, the public and school staff.
- Respond to, investigate and answer queries requiring an understanding of local policy, procedure and confidentiality.
- Undertake accurate data-inputting tasks, word processing and other IT based tasks.
- Reception duties
- Use Microsoft Office and email packages
- Undertake financial processes, in accordance with the Council/Schools financial regulations.
- Undertake training to use bespoke local software packages used by the School
- Be aware of pertinent legislation relating to the administration function such as Data Protection.
- Check and collate information provided by others to ensure information entered onto School systems is fit for purpose.

- Where necessary, password protect and/or take special measures to safeguard the confidentiality of the School information. Be responsible for locking away confidential data.

**Indicative Knowledge, Skills, Experience**

- Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
- Knowledge and skills equivalent to national qualifications level 3.
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**School Ethos**

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/ professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

May 2019