

ADMINISTRATION & ORGANISATION

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

TASKS

Organisation

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

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniforms/snack/other 'shops' within the school
- 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
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Experience	<ul style="list-style-type: none"> • General clerical/administrative/financial work
Qualifications	<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 • Knowledge of relevant policies/code of practice & 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 • Ability to identify own training & development needs and co-operate with means to address these

Employee signature: Date:.....