



Job Description

Provide clerical/administrative support for whole school including:

- Setting up of the annual review programme of meetings, requesting and collating advices from contributors, distributing advices and review summaries to all contributors and maintaining our digital filing system for all pupils as appropriate.
- Management of pupil data including new starters, leavers, consent forms and any other paperwork and documentation relating to pupils.
- Administrative support, including word processing, emailing, minute taking, filing, creating MS forms, distributing mail, reprographics.
- Undertake reception duties, answering telephone, dealing with visitors to school, and responding to routine enquiries, use of Edulink.
- Maintain and update manual and computerised records including, for example, records of free school meals, school trips, registers, CPOMS, input related data on SIMS applications.
- Recording of school meals on Parent Pay and liaising with parents / carers re payments and setting up of Parent Pay account.
- Use Office 365 to support the smooth running of the school business.
- Maintaining and order supplies for the office, arranging orderly and secure storage of office stock.
- General welfare support, where required, including liaison with staff and parents.

Support for the School:

- To work within school policies and procedures.
- To be aware of the confidential nature of issues.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents, carers, and outside agencies.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- Assist in the supervision, training, and development of new members of staff.

Closing Date: Monday 19 August 2024, 9:00 am

Shortlisting Date: Monday 19 August 2024

Interview Date: Thursday 22 August 2024

PERSON SPECIFICATION

The Person Specification is related to the requirements of the post as determined by the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the Person Specification. You should refer to these requirements when completing your application.

Training and Qualifications	Essential or Desirable	Evidence
GCSE Grade C English and Maths.	E	A/F
NVQ Level 2 Administration or equivalent.	E	A/F
Experience		
Knowledge of administration and office systems.	E	AF – I
Experience of working in a school office.	D	AF - I
Use of Office 365 and associated Applications.	D	AF – I
Use of Edulink	D	AF - I
Use of Parent Pay	D	AF - I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to undertake in-service development.	E	I
Knowledge		
Requires knowledge of a range of administrative support tasks and office related/school procedures and systems equivalent to NVQ Level 2	E	AF – I

Mental Skills		
Enquiries are normal routine requiring straightforward solutions; knows when to refer more complex enquiries to other senior staff	E	I
Interpersonal & Communication Skills		
Communicates appropriately with other school staff and teachers; senior leadership team; pupils; parents / carers; suppliers; visitors	E	I-R
Physical skills		
Keyboard skills; use of office equipment – e.g., photocopiers; scanner; iPad; printer	E	AF - I
Initiative & Independence		
Follows instructions or routine tasks assigned to them. Makes own decisions regarding time management of workload	E	I
Physical Demands		
Tasks require normal physical effort, with a mixture of sitting, walking, standing, and carrying minor loads	E	I
Mental Demands		
Requires concentration for undertaking administrative tasks within a busy school office	E	I
Emotional Demands		
Exposure to emotionally demanding situations is infrequent, as complex issues require passing to relevant senior staff	D	I
Responsibility for People Wellbeing		
Provides comprehensive administrative support services	E	I
Contact with pupils, parents, and carers, outside agencies entering school; and may assist with the welfare and care of sick pupils	E	I - R
Responsibility for Supervision		

May demonstrate administrative duties to new or less experience staff	E	R
Responsibility for Financial Resources		
Handling small amounts of cash	E	I - R
Responsibility for Physical, and Information Resources		
Responsible for the maintenance and updating of electronic records; order and store supplies within a limited range; oversee use of photocopiers and consumables	E	I
Personal & Professional Development		
Commitment to undertake training / attend overviews / online training as part of a continuing personal and professional development of knowledge and skills	E	I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to undertake in-service development including DSL, First Aid and Team Teach training.	E	AF - I
Undertake personal care requirements of pupils	E	AF - I

Prepared by:	EAA	Date:	17 July 2024
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The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.