



# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE &amp; FAMILIES PORTFOLIO</b>	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	SHARROW SCHOOL
<b>POST TITLE</b>	ADMINISTRATION AND CLERICAL LEVEL 2
<b>ROLE PROFILE</b>	BS2.5
<b>TOOLKIT JOB REF NUMBER</b>	TOOLKITJD-1B
<b>GRADE</b>	4 (inclusive of JWCs) – SPINE POINT 7 TO 12
<b>RESPONSIBLE TO</b>	SCHOOL BUSINESS MANAGER AND HEADTEACHER
<b>RESPONSIBLE FOR</b>	AS DEFINED IN STAFFING STRUCTURE
<b>HOLIDAY AND SICKNESS COVER</b>	TERM-TIME ONLY (39 WEEKS) PLUS 4 WEEKS IN SCHOOL HOLIDAYS = 43 WEEKS (215 DAYS WORKED).  PAID WEEKS = 49.17 WEEKS UP TO 5 YEARS' SERVICE THEN 50.27 WEEKS
<b>PURPOSE OF JOB</b>	UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	NVQ 2 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE GOOD NUMERACY/LITERACY SKILLS

## **JOB DESCRIPTION FOR POST OF:- ADMINISTRATION AND CLERICAL LEVEL 2**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **DUTIES**

##### **Organisation**

1. Welcoming all visitors to the school, ensuring signing in procedures are followed and undertaking appropriate safeguarding checks and issuing relevant badges
2. Co-ordinating the arrival of visitors to the school and ensuring the appropriate staff are advised
3. Answering the school switchboard promptly, dealing with enquiries, taking messages and passing them on promptly to the most appropriate person
4. Answering telephone, email and school text system messages regarding pupil absences
5. Updating attendance registers and sending out absence / late messages
6. Retrieving and distributing voicemail messages
7. Responding with general school emails and ensuring any that need input from other people are forwarded as appropriate and followed up where necessary
8. Being aware of relevant school activities and current staff roles to ensure enquiries are dealt with efficiently and directed to the correct staff
9. Assisting with arrangements for visits by school nurse etc.
10. Keeping the school diary and website up to date with current events
11. Receiving deliveries, checking orders and notifying staff as appropriate
12. Liaising with other stakeholders including other schools, external agencies, parents/carers and members of the public
13. Keeping the reception area tidy and informing the School Business Manager of any health and safety issues
14. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with the school policy on administering drugs

##### **Administration**

15. To work as part of a small team providing high level administrative and clerical support to the school
16. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
17. Maintain manual and computerised records/management information systems
18. Undertake typing, word-processing and other IT based tasks
19. Sort and distribute mail
20. Undertake routine administration e.g. registers/school meals
21. Assist with the organisation and administration of school trips / events
22. Assist with the co-ordination of after school, sports and holiday clubs
23. Undertake routine administration of school lettings and other uses of school premises
24. Arrange hospitality for meetings and whole-school events where appropriate.
25. Be part of the team updating information on the school website as and when appropriate.
26. Assist with admissions and leavers, updating the school MIS system and liaising with the council regarding waiting lists
27. Maintain manual and computerised records/management information systems
28. Produce lists/information/data as required e.g. pupil data
29. Take notes at meetings

30. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that it is dealt with discreetly and with integrity

### **Resources**

31. Operate office equipment e.g. photocopier, computer
32. Monitor and manage stationery/other stock within an agreed budget, cataloguing resources and undertaking audits as required.
33. Arrange orderly and secure storage of supplies
34. Undertake routine financial administration e.g. collect and record dinner money / trip money etc
35. Undertake general financial administration as appropriate e.g. processing orders

### **General Responsibilities**

36. Contribute to whole school events as and when required
37. Be aware of, promote 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
38. Be aware of and support diversity, ensuring equal opportunities for all
39. Contribute to the overall ethos/work/aims of the school
40. Appreciate and support the role of other professionals as appropriate, developing professional, constructive relationships with other agencies, schools and professionals.
41. Attend and participate in relevant meetings as required
42. Participate in training and other learning activities and performance development as required
43. To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
44. To undertake any other reasonable duties in line with the nature of the post not mentioned in the above
45. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher, School Business Manager and Governing Body

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE: JULY 2024</b>
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## PERSON SPECIFICATION

L = assessed through application, reference and evidence

I = assessed at interview

E / D Essential / Desirable

### QUALIFICATIONS

NVQ Level 2, School Administration Foundation Certificate (SAFC) or equivalent experience in relevant discipline	L		E
GCSE (A – C) in English and mathematics (or equivalent)	L		E
Excellent ICT skills (word, excel, internet, email)	L	I	E
First aid qualifications	L		D
Safeguarding training	L		D
Data protection training	L		D

### EXPERIENCE

Experience of working in a busy school administration role	L	I	D
Experience of working in a busy reception / office environment	L	I	E
Experience of managing school admissions and waiting lists	L	I	D
Experience of dealing with FEL funding, 30 hour codes and 2 year old FEL	L	I	D
An understanding of school office procedures and policies	L	I	D
Familiarity with school administration systems and knowledge of SIMs, FMS6, CPOMs, ParentPay or similar cashless management systems.	L	I	D
Experience of raising purchase orders, entering invoices, preparing BACs payments	L	I	D
An understanding of financial regulations and procedures	L	I	D
Previous experience of dealing with staff absence recording	L	I	D
Previous experience of maintaining the school Single Record and undertaking safeguarding checks	L	I	D
An understanding of health, safety and security issues in schools	L	I	E
Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	L	I	E

### SKILLS, ATTRIBUTES AND ABILITIES

Hard working, conscientious and accurate	L	I	E
Ability to organise one's own work, to prioritise tasks and keep to deadlines	L		E
Ability to be flexible and respond effectively to the 'unexpected' whilst juggling conflicting priorities	L		E
High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels.	L	I	E
Adaptable, open to change, and willing to take on challenges with enthusiasm	L		E
Good problem-solving skills, with a forward thinking and committed approach	L	I	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	L	I	E
Willing to undertake additional duties as and when required to ensure the smooth running of the school	L		E
Ability to speak a second language, especially ones that are relevant to our school community such as Bengali, Urdu, Panjabi, Arabic, Romanian, Bulgarian	L		D
Awareness of sensitive information and the need for confidentiality	L		E
A commitment to the safeguarding and welfare of all students.	L	I	E