




# JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>
<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>	<b>BEIGHTON NURSERY AND INFANT SCHOOL</b>
<b>POST TITLE</b>	<b>ADMINISTRATION ASSISTANT</b>
<b>ROLE PROFILE</b>	<b>BS2.5</b>
<b>TOOLKIT JOB REF NUMBER</b>	<b>ToolkitJD-1b</b>
<b>GRADE</b>	<b>4 (inclusive of JWCs)</b>
<b>RESPONSIBLE TO</b>	<b>Line Manager as defined in staffing structure</b>
<b>RESPONSIBLE FOR</b>	<b>N/A</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<b>UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<b>NVQ 2 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE GOOD NUMERACY/LITERACY SKILLS</b>

## **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**

##### **General Office Duties**

- Undertake reception duties, answering general 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.
- Assist in arrangements for schools trips, events, photographs etc.

##### **Administration**

- Provide general clerical/admin. support e.g. photocopying and filing
- Complete standard forms and returns e.g. milk returns, school census (with guidance)
- Respond to routine correspondence
- Maintain manual and computerised records/management information systems e.g. pupil database (SIMS)
- Produce lists/information/data as required e.g. class lists, attendance certificates, milk lists, absence reports etc
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures including those related to dinners and attendance
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

##### **Finance and Resources**

- Undertake general financial administration as appropriate e.g. processing orders and invoices for approval, tracking trip subsidies, setting up payments on Schoolcomms, sending payment reminders for nursery lunches and session payments etc.
- Operate relevant equipment/ICT packages and web based applications e.g. Word, Excel, e-mail, Google calendar, SchoolComms messaging and payment

system, SIMS pupil database, Lunchhound meals system, FMS finance package, Anycomms etc

- Maintain stock and supplies, ordering, cataloguing and distributing as required
- Day to day operation of uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others as appropriate

## **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 ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **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: June 2024</b>
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## Person Specification

	Essential	Desirable
Qualifications, Skills & Knowledge		
NVQ Level 2 or equivalent in a relevant qualification e.g. business administration, bookkeeping/accounts		•
English and Maths at level 2 e.g. GCSE grade 4/C (or above), Functional Skills level 2		•
ICT user qualification e.g. ECDL/ICDL, CLAIT, MOS etc		•
First Aid qualification or willingness to undertake First Aid training		•
Experience of using Microsoft Word	•	
Experience of using Microsoft Excel (including the use of formulas)		•
Experience of SIMS		•
Experience of working within an office, or similar environment, to time-based deadlines	•	
Experience of finance processes		•
Good problem solving skills	•	
Good communication and interpersonal skills	•	
Good attention to detail	•	
A team player with a collaborative approach who is also able to work autonomously	•	
Ability to manage own time and prioritise tasks effectively and proven organisational skills	•	
Positive, proactive and forward looking	•	
Resilient and easily adaptable to change	•	
Ability to form respectful and trusting relationships	•	
The flexibility to meet the full range of job requirements	•	
A commitment to safeguarding and promoting the welfare of children and young people	•	
Awareness of the need to maintain confidentiality	•	
Familiarity with safeguarding requirements in schools		•
An understanding of and commitment to equal opportunities	•	