JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL	**Bradfield Dungworth Primary School**
POST TITLE	**ADMINISTRATION AND CLERICAL LEVEL 1**
ROLE PROFILE	**BS2**
TOOLKIT JOB REF NUMBER	**ToolkitJD-1a**
GRADE	**3 (inclusive of JWCs)**
RESPONSIBLE TO	**Line Manager as defined in staffing structure**
RESPONSIBLE FOR	**As defined in staffing structure**
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	**UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.**
RELEVANT QUALIFICATIONS AND EXPERIENCE	• **INDUCTION/BASIC SKILLS** • **GOOD NUMERACY/LITERACY SKILLS**

JOB DESCRIPTION FOR POST OF:- ADMINISTRATION AND CLERICAL 1

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust 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 Boards of Schools.

MAIN DUTIES AND RESPONSIBILITIES

DUTIES

Organisation

1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
3. Assisting with arrangements for visits by school nurse, photographer etc.

Administration

4. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
5. Maintain manual and computerised records/management information systems
6. Undertake typing, word-processing and other IT based tasks
7. Sort and distribute mail
8. Undertake routine administration e.g. registers/school meals

Resources

9. Operate office equipment e.g. photocopier, computer
10. Arrange orderly and secure storage of supplies
11. Undertake routine financial administration e.g. collect and record dinner money

RESPONSIBILITIES

12. 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
13. Be aware of and ensure equal opportunities for all

14. Contribute to the overall ethos/work/aims of the school
15. Appreciate and support the role of other professionals as appropriate
16. Attend and participate in relevant meetings as required
17. 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 Peak Edge Policies (and/or Policies adopted by the School Governing Board), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: