

Sheffield South East Trust

JOB DESCRIPTION

CHILDREN YOUNG PEOPLE & FAMILIES PORTFOLIO	The 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	Wybourn Community Primary & Nursery School
POST TITLE	ADMINISTRATION AND CLERICAL LEVEL 1
SALARY RANGE	Grade 3, SCP 5-3
GRADE	3 (
RESPONSIBLE TO	School Manager
RESPONSIBLE FOR	N/A
HOLIDAY AND SICKNESS COVER	Other members of the admin team
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	Good literacy/numeracy skills Be able to communicate with a wide range of stakeholders Basic ICT 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 Sheffield South East 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 Bodies 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 welfare duties, liaising with parents/staff etc in accordance with the school policy on administering medicines
3. Assisting with arrangements for visits by school nurse, photographer, school trips etc.

Administration

4. Provide routine clerical/administrative support e.g. photocopying, filing, emailing, complete routine forms, respond to routine correspondence.
5. Provide a professional word processing service to the school team. This will include producing letters, reports, certificates/posters and any other documentation as required by the school. All work to be of a high standard paying particular attention to accuracy and presentation.
6. Maintain manual and computerised records/management information systems
7. Sort and distribute mail
8. Undertake routine administration e.g. registers/school meals

Resources

9. Operate relevant equipment/ICT packages e.g. photocopier, Word, Excel, databases, spreadsheets, internet.
10. Maintain stock and supplies, cataloguing and distributing as required
11. Undertake routine financial administration e.g. collect and record dinner and milk money
12. Provide advice and
And guidance to staff, students, parent and others as appropriate.

RESPONSIBILITIES

13. 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
14. Be aware of and ensure equal opportunities for all
15. Contribute to the overall ethos/work/aims of the school
16. Appreciate and support the role of other professionals as appropriate
17. Attend and participate in relevant meetings as required
18. 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.

ISSUE DATE: March 25
