

School Name: Acklam Grange School
Post Title: Administration Support Clerk (Maternity Cover)
Responsible to: Head of School
Administration Team Lead

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To provide efficient, effective and professional administrative support to ensure the smooth day-to-day operation of the whole school's administrative functions

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Provide administrative support to school leadership, teaching staff and support staff.
- Maintain accurate manual and electronic records in line with school policies and data protection requirements.
- Prepare, process and distribute correspondence, reports, forms and other documentation.
- Undertake filing, photocopying, scanning and document management duties.
- Assist with the organisation of school events, activities and student rewards.
- Maintain stock levels and order office supplies as directed.
- Supporting students with general enquires during the school day.
- Prepare and maintain spreadsheets as required

Reception and Customer Service

- Act as a point of contact for visitors, parents, students and external agencies and direct enquiries appropriately.
- Ensure all visitors follow safeguarding and signing-in procedures.
- Provide a welcoming and professional reception service.

Communication

- Maintain effective communication with parents, carers, staff and external organisations.
- Distribute letters, newsletters and school communications.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.