

BASIC JOB PURPOSE

To provide clerical support across a range of duties taking responsibility for designated areas so that administrative processes related to the work of the school are effectively executed.

	MAIN RESPONSIBILITIES
1.	Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail, diary organisation etc. to ensure the efficient and timely provision of information.
2.	Deal with telephone and face to face enquiries, ensuring that all calls are handled efficiently and visitors are welcomed and signed in, following necessary safeguarding procedures (where applicable).
3.	Maintain and update school files, manual and computer, including staff and pupil records to ensure that accurate information is stored securely and available for use by appropriate persons
4.	Maintain school pupil databases to ensure accurate information is available and produce reports from the system to facilitate management decision making and statistical analysis to meet statutory and LEA requirements.
5.	Develop and maintain administrative systems so that support provided is efficient and effective.
6.	Administer the Nursery Funding Claims (15/30 hour provision) and nursery billing (where applicable)
7.	Support with new starter onboarding processes such as referencing, DBS checks and eligibility to work in the UK ID checks.
8.	Update and maintain the Single Central Record.
9.	Receive goods and other items (including pupil's personal possessions) and ensure they get to the correct destination.

10.	Attend to the need of pupils including administration of medication.
11	Input staff absence into the HR system when required
Notwithstanding the detail in this job description, in accordance with the School's/Trusts Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Person Specification

Criteria	Essential (E) or Desirable (D)
Knowledge and experience	
Experience in an administration role	E
Previously worked in a school office	D
Prepared to attend training courses and share information gained with colleagues.	D
Experience of using School ICT based systems/ school management information systems	D
Skills and attributes	
Organised, efficient and tidy and able to share an office with others.	E
Excellent communication skills both written and oral.	E
Good ICT skills including Microsoft Word, Power Point, Outlook, Excel	E
Flexible, team player - willingness to support staff when needed.	E
Professional and understands the needs for confidentiality	E
Ability to multi-task and prioritise	E