

Administrator

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

GRADE 4

Organisation

- Undertake reception duties, answering routine telephone, face to face enquiries and signing in visitors ensuring full safeguarding procedures are followed
- Assist with pupil first aid/welfare duties, looking after sick pupils when necessary, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake IT based tasks – Use of MS Office including spreadsheets essential. Use of G-Suite.
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money (manual and electronic)

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

Experience	<ul style="list-style-type: none">• General clerical/administrative work• Effective use of MS Office (essential) and G Suite (desirable)• Experience of school systems desirable – Integris, PSF, Selima, HCSS, Smartlog• School office experience (desirable)• Ability to demonstrate high levels of confidentiality and experience of handling sensitive data
Qualifications/ Training	<ul style="list-style-type: none">• Numeracy/literacy skills (essential)
Knowledge/Skills	<ul style="list-style-type: none">• Ability to relate well to children and adults (essential)• A warm, welcoming and inclusive approach• Work constructively independently and as part of a team, understanding school roles and responsibilities and your own position within these• Good understanding and ability to use relevant technology• Keyboard/computer skills• Participate in development and training opportunities• Appropriate knowledge of first aid & Health & Safety procedures

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.