

SCHOOL OFFICE ASSISTANT - ADMINISTRATION AND ORGANISATION

SCHADMIN 1 - Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

TASKS

Organisation

- Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- Assist with pupil first aid/welfare duties, looking after sick pupils, 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 typing, word-processing and other IT based tasks. E.g data entry of results etc.
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment E.g. photocopier, computer, etc.
- Orderly arrangement and secure storage of supplies including ordering of a limited range of supplies
- Undertake routine financial administration E.g. collect and record dinner money

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

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Experience	<ul style="list-style-type: none"> • General clerical/administrative work
Qualifications/ Training	<ul style="list-style-type: none"> • Induction/basic skills • Good numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none"> • Appropriate knowledge of first aid • Good understanding and ability to use relevant technology e.g. photocopier • Keyboard/computer skills • Participate in development and training opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

