

WANDSWORTH BOROUGH COUNCIL

FRANCIS BARBER PUPIL REFERRAL UNIT

RECEPTIONIST/ADMINISTRATION ASSISTANT

This post is based across both sites of Francis Barber in Franciscan Rd, Tooting and Central Wandsworth.

This is a post fixed term for 1 year and is subject to a probationary period.

Line Managed by the Administration Manager

Hours 19.5 hours per week
39 weeks per year
Scale 2 Spine point 4
Pro Rata Salary £14,257.44 per annum
Full time equivalent salary scale £29,703

JOB DESCRIPTION

Purpose of the Job

Responsible under the direction or instruction of the administration manager to provide routine general clerical, administrative and financial support to the school.

Tasks

1. ORGANISATION

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff
- Assisting with arrangements for visits by school nurse, photographer, respond to all enquiries and to take appropriate action.
- Ensure communications are effective and contribute to the improved effectiveness and efficiency of these processes

2. 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
- Undertake routine administration e.g. registers and school meals, distribute staff post, organise daily sending of post and visits to the Post Office.
- Provide secretarial support to staff for lesson preparation, for example, word processing, photocopying and laminating teaching materials.
- Update pupil databases, taking responsibility for the accuracy and quality of the input
- Create pupil and staff log-ins for new arrivals

3. RESOURCES

- Operate office equipment e.g. photocopier, computer, laminator etc.
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money, process invoices, printing
- Ensure that inventories of equipment and stock are maintained.
- Support with the completion of the ICT inventory
- Support with liaison with ITS to provide ICT support as required & where necessary contact ITS and pass on faults and issues
- Report photocopier issues to the photocopier contractors

4. 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 and 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
- Undertake any general office duties as may be required by the LEA in pursuit of its statutory obligations and other reasonable duties as may be delegated by the Head Teacher
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Francis Barber PRU is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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FRANCIS BARBER PRU

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

PERSON SPECIFICATION

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A: application form (for shortlisting), I: interview, T: test, C: original certificate	
Requirements	Assessed by: A / I / T / C
Experience	
1. General clerical/administrative work	I, A, T I, A
2. Experience of working within a busy office or a school environment	I, A
Qualifications	
3. Good general standard of Education at GCSE level or NVQ Level 2	C, A
4. Hold a recognized qualification in first Aid or be willing to work towards achieving one.	C,
Knowledge & Skills	
5. Good oral skills and a friendly but professional manner	I, T
6. Ability to engage constructively with, and relate to, a wide range of young people and families/carers of different ethnic and social backgrounds.	T, I
7. Evidence of the ability to operate office communications systems, e.g. telephone, photocopiers etc or be willing to learn.	A, I, T
8. Good understanding and ability to use relevant technology e.g. photocopier and keyboard/computer skills, share concerns about ICT problems trouble shoot problems as directed by IT support.	A
9. Participate in development and training opportunities	I
10. Ability to relate well to children and adults	I
11. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	I
12. Awareness and understanding of the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults.	I
13. An understanding of the schools equal opportunities policy and how it is implemented	