# Purpose of the Job

Responsible under the direction or instruction of senior staff to provide routine front of house services and provide general clerical and administrative support to the school.

Main Responsibilities

1. ORGANISATION

* Undertake reception duties, answering routine telephone, email and face to face enquiries
* Sign in and out visitors and extended day children
* Assisting with arrangements for visits by school nurse, photographer etc.

1. 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
* Sort and distribute mail

1. RESOURCES

* Operate office equipment e.g. photocopier, computer etc.
* Receive and tick off deliveries
* Arrange orderly and secure storage of supplies

1. 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
* 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

1. EXPERIENCE

* General clerical/administrative work

1. QUALIFICATIONS

* NVQ Level 1 or equivalent qualification or experience

1. KNOWLEDGE AND SKILLS

* 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
* An understanding of the schools equal opportunities policy and how it is implemented
* Good numeracy/literacy skills