**Purpose of the Job**

Responsible under the direction or instruction of senior staff to provide routine general clerical, administrative or financial support to the school.

Main Responsibilities

1. ORGANISATION

* Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
* Assisting with arrangements for visits by school nurse, photographer etc.
* Assist with pupil admissions

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
* Sort and distribute mail
* Undertake routine administration e.g. registers and school meals etc.

3. RESOURCES

* Operate office equipment e.g. photocopier, computer etc.
* Arrange orderly and secure storage of supplies
* Undertake routine financial administration e.g. collect and record dinner/trip money

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
* To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR
* 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

2. QUALIFICATIONS

* NVQ Level 1 or equivalent qualification or experience

3. 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