

Location: Commonswood Primary and Nursery School

Pay Grade: H3

Purpose of the Role: To provide general administration support to the School under the direction or instruction of Senior Staff

Responsibilities:

* Provide administrative, and organisational services to the school
* Liaise with pupils, parents and carers via written communication, face to face and electronic communications i.e. texting
* Liaise with other staff and external agencies
* Run routine reports
* Process forms, returns, etc., including those to outside agencies
* Contribute to the planning and development of administrative procedures and systems.
* Undertake cash handling i.e. dinner money and school trips
* Efficiently respond to reception and visitor enquiries
* Monitor pupil attendance, run reports and raise concerns where appropriate
* Undertake personnel administration
* Update manual and computerised records/management information systems
* Provide reprographic support to SLT, teaching and non teaching staff.
* Provide staff communication eg diary dates etc.
* Organise arrangements for school visits and events
* Assist the office manager in updating school policies
* Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
* Exercise discretion in dealing with correspondence ensuring that all queries are dealt with expeditiously
* Ensure clear communications to staff aid to the smooth running of the organisation
* Administer fist aid when necessary

Individuals in this role may also undertake some or all of the following:

* Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries and electronic communications, sign in and out pupils and visitors
* Open, sort and distribute incoming mail and post outgoing mail
* First point of contact for absent and sick pupils, liaise with parents / carers / staff
* Assist with arrangements for visits, for example by school nurse, photographer
* Ensure collection of attendance registers
* Arrange orderly and secure storage of supplies
* Provides Admin support at meetings (notes of meetings when required)
* Handle cash e.g. for school visits, dinner money
* Order and check incoming stock deliveries and arrange for distribution and storage including uniform
* Oversee and maintain appearance of reception and meeting rooms
* Implement the school’s policies, including managing medicines
* Carry out routine financial and administrative tasks including the collection and banking of money where necessary
* Distribute order forms and keep records
* Assist the office manager in marketing the school by liaising with press as required
* Project a competent and professional image for the school
* Use initiative and tact in dealing with sensitive issues and maintain confidentiality as a necessity
* Participate in staff training where appropriate

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| **Knowledge**  Good knowledge of ICT systems (word, power point, Excel. SIMS)  NVQ level 2 (or equivalent)  Level 1 Safeguarding  Understanding of the Schools ethos and values | **Competencies**  Planning and Organising  Communication (written and verbal)  Listening  Detail Handling  Team working  Problem solving |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

Signed.............................................................................................. date:............................................................