



Clore Shalom School

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Headteacher: Mrs Gemma Blaker

Administration 2 Grade: H4

Main purpose

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

Key responsibilities

1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
2. Produce lists, information and data as requested by senior staff or external agencies (e.g., standard/statutory returns).
3. Maintain manual and computerised records and management information systems.
4. Deal with enquiries either by telephone or face-to-face and sign in visitors.
5. First point of contact for sick pupils, liaise with parents/carers/staff.

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

1. Assist with arrangements for school visits, clubs and events.
2. Maintain stocks and supplies, selling and distributing as required.
3. Undertake general financial administration such as processing orders, collecting monies and undertake basic bookkeeping.
4. Provide administrative support for meetings and take notes at meetings.
5. Assist with the administration of school lettings and other uses of school.
6. Monitor pupil attendance and run reports.
7. Placing orders, reconciling deliveries against invoices and processing for prompt payment, alongside other financial duties such as reconciling parent payments through our payment management system.

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.

Job Context

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Makes decisions about own administrative work. Follows daily and weekly routines with some monthly and annual tasks such as returns. Shared with senior colleagues for sign off.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative support tasks and office and related school procedures and systems equivalent to national qualifications level 2.



Chesed, Resilience, Respect

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- Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Standard keyboard skills, use of office equipment.

Supervision

- Follows instructions or set routines.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- The post holder will have no supervision responsibilities of other staff.
- May demonstrate administrative duties to new or less experienced staff.

Problems, Demands & Decisions

- Assesses and resolves day to day problems, such as completing statutory returns, book-keeping or school publications issues. Dealing with difficult visitors/parents, resolving issues.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- Concentration for undertaking administrative tasks.
- Exposure to emotionally demanding situations is infrequent.
- Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

Dimensions

- May handle small amounts of cash.
- Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range.
- No overall budget responsibility.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment.