

## NEWSTEAD WOOD SCHOOL

### JOB DESCRIPTION

**NAME:**

**GRADE:** Scale 2 (11 – 13)

**JOB TITLE:** General Office Administrator

**HOURS:** 36 hours per week, 38 weeks per year.

**DATE:** June 2017

#### MAIN PURPOSE OF THE JOB:

To provide routine general clerical/administrative support to the school. This is only an indication and subject to change according to the needs of the department.

#### RESPONSIBILITIES AND DUTIES:

##### Organisation

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by outside agencies e.g vaccinations, uniform sales.
- Assisting with general office duties as required in addition to specific tasks under consideration.
- Undertake reception duties on a weekly rota basis.
- Assist the Admissions Registrar with the annual entrance test.

##### 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 if necessary.
- Carry out a weekly stocktake of First Aid, stationery and small staff kitchen supplies.
- Administration of Parents' Evenings.

##### Resources

- Operate office equipment e.g photocopier, computer.
- Arrange orderly and secure storage of supplies.

##### 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 and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/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 other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the office/school.

*This job description may be reviewed and amended at any time after consultation with you. Please sign one copy of this job description and return it to the Head Teacher and retain the other copy for your information.*

Signed ..... Date .....