

ADMINISTRATION & ORGANISATION

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. **GRADE 5**

TASKS

Organisation

- Undertake reception duties, answering routine telephone, face to face enquiries and signing in visitors ensuring full safeguarding procedures are followed
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Assist in arrangements (organizational and financial) for school trips, events etc.
- Assist with the smooth running of playscheme administration – recording interest and attendance registers
- Co-ordinate and distribute diary information to ensure it is accurate and up to date

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake IT based tasks – Use of MS Office including spreadsheets essential
- Monitor and action generic office email. Sort and distribute other mail
- Routine administration e.g. registers/school meals – including financial both electronic and physical

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies, maintaining stock and supplies, cataloguing and distributing as required
- Undertake routine financial administration e.g. collect and record dinner/ breakfast club money/attendance. To include reviewing records to advise senior staff of overdue balances

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to safeguarding, 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/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

Experience	<ul style="list-style-type: none">• General clerical, administrative and financial work
Qualifications/ Training	<ul style="list-style-type: none">• Good numeracy, literacy and IT skills Microsoft packages essential – G Suite desirable
Knowledge/Skills	<ul style="list-style-type: none">• Ability to relate well to children and adults, a warm, welcoming and inclusive approach is essential• Accuracy and attention to detail is an essential part of this role• Work effectively independently and as part of a team, understanding school roles and responsibilities and own position within these• Good understanding and ability to use relevant technology• Ability to work to deadlines, and to work calmly under pressure prioritizing and/or seeking advice as necessary• Effective use of ICT packages with good keyboard/computer skills• Participate in development and training opportunities• Appropriate knowledge of first aid

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.