

SCHOOL TAPTON ACADEMY TRUST	Tapton School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	Meynell Primary School
POST TITLE	ADMIN AND CLERICAL LEVEL 1
ROLE PROFILE	BS2
JOB NUMBER	SCH/AC/BS/005
GRADE	3
RESPONSIBLE TO	
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS COVER	OTHER CLERICAL ASSISTANTS
PURPOSE OF JOB	UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • INDUCTION/BASIC SKILLS • GOOD NUMERACY/LITERACY SKILLS

JOB DESCRIPTION FOR POST OF:- ADMIN & CLERICAL 1

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 TASKS

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
- Assisting with arrangements for visits by school nurse, photographer etc.

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/school meals

Resources

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

2 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 ensure equal opportunities for all

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
