

## ADMINISTRATION & ORGANISATION

**LEVEL 1** - Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. **GRADE 4**

### 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 when necessary, liaising with parents/staff etc.
- 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 IT based tasks – Use of MS Office including spreadsheets essential
- 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

### 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 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

<b>Experience</b>	<ul style="list-style-type: none"><li>• General clerical/administrative work</li></ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• Induction/basic skills</li><li>• Good numeracy/literacy skills</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Warm, welcoming and inclusive approach</li><li>• Work constructively independently and as part of a team, understanding school roles and responsibilities and your own position within these</li><li>• Good understanding and ability to use relevant technology</li><li>• Keyboard/computer skills</li><li>• Participate in development and training opportunities</li><li>• Appropriate knowledge of first aid</li></ul>

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.