



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**SCHOOL**

Hallam Primary School

**POST TITLE**

ADMINISTRATION AND CLERICAL LEVEL 1

**ROLE PROFILE**

BS2

**JOB REF NUMBER**

**GRADE**

3

**RESPONSIBLE TO**

School Manager

**RESPONSIBLE FOR**

As defined in staffing structure

**HOLIDAY AND SICKNESS COVER**

**PURPOSE OF JOB**

UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.

<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• <b>INDUCTION/BASIC SKILLS</b></li><li>• <b>GOOD NUMERACY/LITERACY SKILLS</b></li></ul>
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<b>JOB DESCRIPTION FOR POST OF:- ADMINISTRATION AND CLERICAL 1</b>
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<b>SPECIFIC DUTIES AND RESPONSIBILITIES</b>
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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. The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **DUTIES**

##### **Organisation**

1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
2. 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
3. Assisting with arrangements for visits by outside agencies, photographer etc.

##### **Administration**

4. Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
5. Maintain manual and computerised records/management information systems
6. Undertake typing, word-processing and other IT based tasks
7. Sort and distribute mail
8. Undertake routine administration e.g. registers/school meals

##### **Resources**

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

## **RESPONSIBILITIES**

12. 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
13. Be aware of and ensure equal opportunities for all
14. Contribute to the overall ethos/work/aims of the school
15. Appreciate and support the role of other professionals as appropriate
16. Attend and participate in relevant meetings as required
17. 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 (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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