

Job Description

Administrative Support Officer – Brighstone CE Aided Primary School

Under the instruction and guidance of the Senior Administrator/Head teacher/Deputy Head/Bursar, provide general administrative/financial support to the school.

TASKS

Organisation

- Undertake reception duties, answering general telephone calls, taking messages and transferring calls, face to face enquiries and signing in visitors. Book appointments for/with the Head teacher/Deputy Head.
- Assist with basic pupil first aid (if qualified)/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for visitors and schools trips, events, booking lunches etc.
- Ensure that all late pupils are signed in (including to SIMS) and those pupils leaving the school are signed out

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems for pupils including SIMS
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks, including letters
- Take notes at meetings as required
- Sort and distribute internal and external mail, including e-mails and messages to areas/staff in the school
- Undertake administrative procedures
- Maintain and collate pupil reports using Excel and SIMS
- Undertake routine administration of school lettings and other uses of school premises
- Maintain daily pupil registers in SIMS accurately and support with dinner registers

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/tuck/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders under the supervision/direction of the Senior Administrator/Bursar

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality, financial standards (FMSIS) 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/financial work
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification and/or experience in relevant discipline • Good numeracy/literacy/ICT and communication skills
Knowledge/Skills	<ul style="list-style-type: none"> • Appropriate knowledge of first aid – or willingness to become trained • Effective use of ICT packages (SIMS and FMS desirable) including good keyboard skills • Use of relevant equipment/resources • Knowledge of relevant polices/codes of practice & awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. Also be flexible and have a good sense of humour! • Ability to identify own training & development needs & cooperate with means to address these

To undertake any other task as deemed appropriate by the Head teacher or her appointed representative.

Signed:..... **Signed:**.....

Dated:.....