



KIRKLEATHAM · HALL · SCHOOL



Special help for children with learning difficulties
Kirkleatham Village, Near Redcar, TS10 4QR
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Headteacher: Karen Robson

ADMINISTRATOR / RECEPTIONIST

Job Code A1464

LEVEL 3 Under the instruction / guidance of senior staff: provide general administrative / financial support to the school.

Job Description

TASKS

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and applying safeguarding arrangements for the signing in of all visitors;
- Assist in arrangements for school trips, event etc.

Administration

- Provide general/clerical admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Assist in the management of manual and computerised records/information systems
- Analyse and evaluate data/information and produce reports/information/ data as required
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc., including those to outside agencies e.g. DfES
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to the immediate community e.g. staff, governors, pupils and wider community e.g. visitors;
- Undertake general financial administration e.g. processing orders

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
- Assist in the monitoring and planning evaluation of the budget as required
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.