



## JOB DESCRIPTION

<b>Post Title: Admin Assistant/Receptionist</b>		<b>School : Bishop's Primary School</b>
<b>Grade: Band 2</b>		<b>Workplace: Josephine Butler</b>
<b>Responsible to: Office Manager</b>		
<b>Job Purpose: Under the direction and instruction of senior staff provide routine general clerical and administrative support to the school</b>		
<b>Resources</b>	Staff	None
	Finance	Handling and Counting Money
	Physical	Office Equipment, Medical Facilities, Accuracy and Confidentiality of Databases
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)
<b>Duties and key result areas:</b>  <b>Organisation</b> <ol style="list-style-type: none"> <li>1. Undertake reception duties, answering telephone calls and dealing with routine face-to-face enquiries and signing in visitors.</li> <li>2. Assist with pupil welfare, looking after sick pupils and liaising with parents and staff</li> <li>3. Assisting with the arrangements for routine visits e.g. school nurse, school photographer etc</li> </ol> <b>Administration</b> <ol style="list-style-type: none"> <li>1. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms</li> <li>2. Maintain manual and computerised records/management information systems</li> <li>3. Undertake typing, word-processing and other IT based tasks</li> <li>4. Undertake ICT tasks within SIMS, as directed e.g. Attendance, Assessment Manager, etc</li> <li>5. Sort and distribute mail</li> <li>6. Undertake typing, word-processing and other IT based tasks</li> </ol>		

**Resources**

1. Operate office equipment e.g. photocopier, computer
2. Arrange orderly and secure storage of supplies
3. Undertake routine financial administration e.g. collect and record dinner money, milk money, trip money etc.

**Responsibilities**

1. 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
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Normally indoors



## PERSON SPECIFICATION

Post Title: CLERICAL ASSISTANT (LEVEL 1)		School: Bishop's Primary	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
5 A* – C Grades including Maths & English	NVQ Level 2 qualification in Business and Administration		(a), (t)
Experience			
General experience of clerical and admin. work	Experience of working in a school or educational establishment		(a)
Skills and competencies			
Keyboard/computer skills  Ability to use equipment commonly found in an office environment e.g. Photocopier  Appropriate knowledge of first aid Ability to relate well to children and adults			(a), (i)
Physical, mental and emotional demands			
Other			
Willingness to participate in training and development			(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits