

Nunnykirk School

Strive, Care, Achieve

Post: Administration Officer – Level 3

Tenure: Term Time only + one week (39 weeks)

Hours : Monday to Thursday 08:30-16:00, Friday 08:30-15:30

Salary: £14,928.00

Responsible to: School Business Manager

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| **Under the instruction/guidance of senior staff: provide general reception/administration support to the school.** |
| **ORGANISATION** |
| * Undertake reception duties, answering general telephone and face to face enquiries * Relaying messages to relevant persons in a timely and accurate manner * Signing in and out of all visitors, issuing an identification badge, checking ID where appropriate. * Escort visitors and children around school site if necessary * Maintain accurate attendance records of any pupils arriving late/leaving early with appropriate reasons recorded * Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc * Input daily attendance data for pupils * Contact families within 1 hour for cause of unexplained pupil absence * Accept and check deliveries against orders and distribute appropriately * Have working knowledge of school website and update when necessary * Assist in arrangements for school trips, events etc * To provide hospitality for visitors to the school if requested – liaising with the Catering Manager |

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| **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 * Produce lists/information/data as required e.g., pupil assessment date * Undertake typing and work-processing and other IT bases tasks * Have working knowledge of main school email account, forwarding mail to relevant colleagues * Sort and distribute mail * Undertake administrative procedures * Maintain and collate pupil reports |

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| **RESOURCES** |
| * Operate relevant equipment/ICT packages (e.g., word, excel, databases, spreadsheets, Internet) * Maintain stock and supplies, cataloguing and distributing as requires including uniform * Provide general; advice and guidance to staff, pupils and others * Support School Business Manager with general cash handling |

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| **RESPONSIBILITIES** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety, security, welfare, 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 * Show a duty of care and take appropriate action to comply with health and safety requirements at all times * Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory * Any other duties that may arise on a daily basis |