

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
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