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**Thornhill Primary School**

**Job Description**

**Job Title:** Administration 1 (JRD reference A5763)

**Job Purpose:** Responsible for providing an administrative and clerical support service to facilitate the day to day running of the Student Reception and School Office

**Reports to:** Headteacher and School Business Manager

**Salary Grade:** Grade 2

**Working Hours:** 37 hours per week term time only (Monday – Thursday 8:00 am to 4:00 pm, Friday 8:00 am to 3:30 pm to include half an hour lunch break)

**Purpose of the Post**

Responsible for providing an administrative and clerical support service to facilitate the day to day running of the student reception and school office.

**Main duties and responsibilities of the post**

* Responsible for providing general clerical support including photocopying, word processing, answering the phone, general enquiries, e-mails, sorting, distribution and despatch of school mail and data input where required.
* Provide support and cover for main reception and student reception.
* Provide information relating to attendance of pupils and staff upon request
* Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date.
* Assist in the preparation and collation of school reports to ensure these are delivered to pupils on time and in a professional manner.
* Assist in the co-ordination of whole school documentation e.g. governor’s reports, staff handbook, etc.
* Assist the School Business Manager with the maintenance of stock registers for the school and arrange annual stock checks.
* Responsible for the initiation of first day absence calls which includes contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence.
* Provide pastoral care and support to sick and injured children taking appropriate action as appropriate/directed in accordance with school procedures.
* Maintain accident records as required.
* Responsible for the collection of money from pupils in relation to school visits etc. and to facilitate the banking of monies received.
* To provide support to the School Business Manager in the processing of orders and invoices.
* To provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* The Post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

**Successful candidates will be subject to the school’s verification and vetting process. This includes an enhanced Disclosure and Barring Service (DBS) check.**