



# Administration Clerk

## Job Description

**Responsible to:** School Business Manager

### TASKS

#### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in 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
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc., including those to outside agencies e.g. DfE
- 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 staff, pupils and others
- 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
- 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.

### **Experience**

- General clerical/administrative

### **Qualifications**

- NVQ 2 or equivalent qualification or experience in relevant discipline
- Good numeracy/literacy skills

### **Knowledge/Skills**

- Appropriate knowledge of first aid
- Effective use of ICT packages
- Use of relevant equipment/resources
- Good keyboard skills
- Knowledge of relevant policies/code of practice & awareness of relevant legislation
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to identify own training & development needs & co-operate with means to address these

Lakes Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure along with other relevant employment checks.