Job Description

Job Title Admin/Clerical (Primary)
Grade Scale 4 (Points 6 – 7)
Reports to Headteacher, School Business Manager
Liaison with Headteacher, School Business Manager, Other staff, Pupils, Parents, External Agencies, ECC staff
Purpose of the Job To provide an effective and efficient clerical and welfare support to the school. Including some finance

Duties

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy and to manage records and order first aid supplies as necessary
- To liaise with parents regarding pupils sickness/injury
- To assist with the general welfare of pupils
- To manage the school Uniform and Thrift shop

Reception

- To be the first point of contact for all communication including telephone, emails and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept, sign and distribute deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake typing and word processing as required
- To prepare and deliver the newsletter weekly
- To undertake filing, photocopying and reprographic work, including the basic maintenance of the photocopier
- To manage the Before and After school club register, charges (including debt management) and liaison with parents and staff
- To manage and prepare packs as required
- To maintain the school diary
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps
- To provide general clerical support as required
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school visits (including swimming) in liaison with the teaching staff

Finance

- To be responsible for the collection of dinner/Club monies and completion of all returns and free school meals and liaison with parents
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- To prepare monies for banking and to help promote online payments
- To assist with financial administration such as placing orders, invoicing, collecting monies, issuing receipts etc
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade