

**Job Description**

**Admin Officer – General**

**Grade 3**

The post holder will report to the school business manager. Apart from other colleagues in the  school, the main contacts of the job are the head teacher, teaching and other  support staff, pupils and parents.

**Main Purpose of the Job**

To provide a comprehensive administrative and financial support to the school To work collaboratively with all staff and parents in order to support pupil well being  and to promote the five outcomes of Every Child Matters

**Main Duties and Responsibilities**

1. To receive visitors to the school and to communicate with courtesy and clarity to  all staff, pupils, parents, carers, visitors, outside agencies and the wider  community, including answering general telephone and face to face enquiries.

2. To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents etc

3. To undertake routine clerical and administrative support duties on behalf of individual members of staff, Sections / Departments or Faculties, in relation to the organisation of school activities.

4. To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence

5. To maintain and update all administrative and information systems and  processes as required, including retrieving and collating information to ensure  deliver of a high level administrative service.

6. To produce lists, information and data as required, for example, pupil’s data and to maintain and collate pupil reports.

7. To assist with school administrative duties relating to examination invigilation where appropriate.

8. Arrange meetings and events and take notes at meetings to a high standard.

9. To collect and distribute incoming mail, despatch outgoing mail as appropriate.

10. To undertake routine administration of school lettings and other uses of school  premises.

11. To maintain display boards and to ensure these are refreshed regularly.  12. To administer school registration procedures in line with statutory requirements.

13. To operate relevant equipment and ICT packages (for example word, excel,  databases, email, internet).

14. To maintain records of stationery supplies and stock, cataloguing and  distributing and order stock and equipment as required.

15. To operate uniform, snack and other ‘shops’ within the school.  16. To provide general advice and guidance to staff, pupils and others.

17. Use initiative in time management to organise own workload in order to meet  deadlines.

18. To provide cover for other administrative colleagues when required.

19. To be aware of and comply with policies and procedures relating to child  protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

20. To be aware of and support difference and to ensure equal opportunities for all.  21. To contribute to the overall ethos, work and aims of the school 22. To attend and participate in relevant meetings as required.

23. Help to identify own personal development needs and to participate in training  and other learning activities and performance development as required.

24. To converse at ease and provide advice in accurate spoken English is essential  for the post.

**Where the postholder is disabled, every effort will be made to supply all  necessary aids, adaptations or equipment to allow them to carry out all the  duties of the job. If, however, a certain task proves unachievable, job redesign  will be fully considered.**