



Tiptree St. Luke's Church of England VC Primary School

Job Description

Job Title	Admin/Clerical 'C' (Primary)
Grade	Band 2
Reports to	Headteacher, Senior Administrator (as applicable)
Liaison with	Headteacher, Senior Administrator, Other staff Pupils, Parents, External Agencies, ECC staff
Duties	<p>Welfare</p> <ul style="list-style-type: none"> To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary To liaise with parents regarding pupils sickness/injury To assist with visits from nurse, and healthcare professionals To assist with the general welfare of pupils <p>Reception</p> <ul style="list-style-type: none"> To be the first point of contact for both telephone 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 uphold the school's safeguarding procedures with regards to all visitors and volunteers To accept, sign for and sort deliveries as appropriate To provide hospitality for visitors to the school <p>Clerical</p> <ul style="list-style-type: none"> To undertake routine data input and word processing as required To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopiers To maintain the school diary and school website To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of postage 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 and communications with parents To assist with the monitoring and maintenance of stock and uniform and order supplies as necessary To assist with the administration of school visits in liaison with the teaching staff To assist with the dissemination and disposal of lost property

Finance

- To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents
- To collect, record and issue receipts for other monies as required, including school uniform, trips, photographs, music and swimming lessons
- To prepare monies for banking
- To assist with financial administration such as placing order, invoicing, collection of monies, issuing receipts etc.
- To be responsible for the administration of petty cash and fundraising monies
- To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies, including debt recovery

General

- To assist the Headteacher with the production, updating and publishing of main school documents such as, school handbook, prospectus and other documents
- To liaise with school photographer with regards to class and individual photo's including staff
- To organise photograph's for staff ID badges and notice boards
- To arrange child and class photo's for newsletters, website and yearbooks
- 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 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.

PERSON SPECIFICATION



Admin/Clerical 'C' (Primary)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent First Aid Qualification Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Excellent reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier and other office technology Ability to use word processor and basic databases Ability to work creatively to produce school documents
Communication	Written	Ability to complete forms, write routine letters and proofread documents
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues and work flexibly
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy and uphold school values
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail

	Line Management	No line management responsibilities but to assist with the induction of new administrative staff
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions and also work on own initiative
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety and your own personal responsibilities
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality, and maintain a professional attitude in accordance to the school's Code of Conduct.
	CPD	Be prepared to develop and learn in the role Ability to work productively as an individual and as part of a team with effective performance management targets