**JOB DESCRIPTION**

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| **JOB TITLE** | ADMINISTRATION- LEVEL A (PRIMARY SCHOOL)  24 Hours Per Week – Term Time Only | | |
| **DEPARTMENT** | People, Communities & Society - CYPF | **SCHOOL** | Burnley Brow Community School |
| **GRADE** | Grade 2 (SCP 4 - 6)  £23,114 - £23,893  Actual Starting Salary £12,554 | **JE CODE** | EAD1 |

**JOB PURPOSE**

Under the instruction of senior staff, the postholder will provide routine general clerical, administrative, and financial support to the Headteacher\*.

0 **KEY TASKS-Administration** & **ICT**

1. To undertake word processing and other ICT related tasks including letters, reports, data entry and schedules.
2. Collation of registers and the completion of various returns as required by Oldham Council and the Department for Education.

**KEY TASKS- Finance**

1. To undertake basic bookkeeping. Examples of tasks are; school fund, petty cash, school trips, photographs, postage, telephone calls, school meals, and the accurate recording and balancing of such funds.

**KEY TASKS** - **Reception** & **Customer Service**

1. To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages, and forwarding them onto the relevant person as required.
2. Welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required.
3. Respond to routine enquiries from staff, pupils and parents/carers.
4. Make arrangements for external visitors, for example, the school nurse, photographers, linked schools and parents/carers.

**KEY TASKS- General Clerical**

1. To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms.

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Sorting and distributing of internal and external mail.

10. To maintain manual and computerised filing systems and ensure data can be efficiently retrieved when required.

**KEY TASKS** - **Welfare**

12. To undertake pupil welfare duties, looking after sick pupils, liaising with parents/staff in accordance with School Procedures.

**RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT**

**Responsible to:**

Headteacher/Business Manager\*

**Responsible for:**

Not applicable

**STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

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**CONTACTS**

Pupils, staff, parents, carers and guardians, and visitors to the school.

**SPECIAL CONDITIONS**

CRB Disclosure required - Enhanced

## PERSON SPECIFICATION

**Job Title:** LEVEL A - ADMINISTRATION (Primary)

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|  | **Selection Criteria Essential** | **Selection Criteria Desirable** | **How Assessed** |
| **Education** &  **Qualifications** | Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework  Willingness to obtain basic first aid certificate | NVQ 2 in Business Administration or EDCL qualification  First aid certificate | **AF**  AF / I |
| **Experience** | Experience of using computer packages for word processing, spreadsheets, databases and e- mails  Experience of undertaking administration/clerical tasks, including basic financial tasks and handling cash  Experience of team-working to work effectively with others and meet deadlines and goals  Experience of following instructions, procedures and policies |  | AF / I  AF / I  AF / I  AF/1 |
| **Skills** &  **Abilities** | Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone  Written communication skills to word process documents, and take accurate messages and pass them on to others  Problem solving skills to interpret information and situations to solve straightforward problems  Organisational skills to prioritise work and complete tasks to |  | AF / I  AF / I  AF / I  AF /I |

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|  | deadlines |  |  |
| **Knowledge** | Understanding of data protection and the need to keep information confidential  Understanding why safeguarding is important when working with children and young people |  | **AF** / I  **AF** / I |
| **Work circumstances** | To work occasionally out of hours work to support school functions |  | I |

*Abbreviations:* AF = Application Form; I= Interview:

**N.B.** - **Any candidate with a disability who meets the essential criteria will be guaranteed an interview**