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Union Street, Oxford, OX4 1JP

**ADMINISTRATION & ORGANISATION GRADE 5**

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

Line manager: Senior Administrator

TASKS

**Organisation**

• Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors

• Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

• Assisting with arrangements for visits by school nurse, photographer etc.

**Administration**

• Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms

• Maintain manual and computerised records/management information systems (Pupil Asset)

• Undertake typing, word-processing and other IT based tasks

• Sort and distribute mail

• Undertake routine administration e.g. registers/school meals

**Resources**

• Operate office equipment e.g. photocopier, computer

• Monthly stock check

• Arrange orderly and secure storage of supplies

• Undertake routine financial administration e.g. collect and record dinner money

• Check off delivery

**RESPONSIBILITIES**

• To take responsibility (with training) for leading on an aspect of office procedure (eg attendance).

* Be aware of and comply with policies and procedures relating to safeguarding, 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

• Able to update the school website and social media

• Clubs

**Person Specification**

**Qualifications/Training**

• Good numeracy/literacy skills

• Has a current first aid certificate or willing to take on training

• Able to use a computer

Knowledge/Skills

• Good understanding and ability to use relevant technology e.g. photocopier

• Keyboard/computer skills

• Participate in development and training opportunities

• 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

* Friendly and approachable.
* Able to use own initiative in their work.