



Chadwell Primary School

High Road, Chadwell Heath, Romford, Essex. RM6 4EU

Tel: 020 8590 1242

Job Description: General Administrator

Administration and Organisation Level 2

Permanent: Part time (33 $\frac{3}{4}$ hours per week: 8.30am – 4.00pm with 30-minute unpaid lunch break)

Grade: LBR 3 (Scale Points 5-6) term time plus 1 week (45.45 weeks per year)

Salary: £30,408 - £30,843 pro rata (This equates to approximately £24,302 – 24,649 per year)

Contract term: Initially 1 year with a view to moving to permanent

Start date: As soon as possible

Reports to: Office Manager

Purpose of the Role:

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

Key tasks:

Organisation

1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
3. Assisting with arrangements schools trips, events etc.

Administration

4. Provide general clerical/admin support e.g., photocopying, filing, faxing, complete standard forms, respond to routine correspondence.

5. Maintain manual and computerised records/management information systems.
6. Produce lists/information/data as required e.g. pupils data.
7. Undertake typing, word-processing and other IT based tasks.
8. Take notes at meetings.
9. Sort and distribute mail.
10. Undertake administrative procedures.
11. Maintain and collate pupil reports.
12. Undertake routine administration of school lettings and other uses of school premises.

Resources

13. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
14. Maintain stock and supplies, cataloguing and distributing as required.
15. Operate uniform/snack/other 'shops' within the school.
16. Provide general advice and guidance to staff, pupils and others.
17. Undertake general financial administration e.g. processing orders.

Responsibilities

18. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. Be aware of and support difference and ensure equal opportunities for all.
20. Contribute to the overall ethos/work/aims of the school.
21. Appreciate and support the role of other professionals.
22. Attend and participate in relevant meetings as required.
23. Participate in training and other learning activities and performance development as required.

PERSON SPECIFICATION

Essential education and qualifications

1. NVQ 2 or equivalent qualification or experience in relevant discipline

Essential key skills, abilities, knowledge, experience, values and behaviours

2. Experience of general clerical/administrative/financial work
3. Appropriate knowledge of first aid
4. Working knowledge of using email and word processing software such as Microsoft Office.
5. Accuracy and attention to detail.
6. Confidence interacting with new and emerging technologies.
7. Knowledge of relevant policies/codes of practice & awareness of relevant legislation
8. Participate in development and training opportunities
9. Ability to relate well to children and adults
10. Ability to communicate effectively to a range of people, including the ability to converse at ease with customer and provide advice in accurate spoken English
11. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
12. Ability to identify own training & development needs & cooperate with means to address these

The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within your grading level and competence.

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children and/or people with care and support needs	Yes/No
Moving and handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift or night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	No
Food handling	No
Exposure to blood or body fluids	No

Name: _____

Signed: _____

Date: _____