

## Job Description

<b>JOB TITLE:</b>	<b>Admin Apprentice</b>
<b>RESPONSIBLE TO:</b>	<b>School Business Manager</b>
<b>LOCATION:</b>	<b>Culverstone Green Primary School</b>
<b>SALARY GRADE:</b>	<b>£4.81 per hour</b>
<b>HOURS:</b>	<b>37HPW (TTO, plus 2 weeks)</b>

**PURPOSE OF THE POST:**

- To assist as a member of the administrative team in providing efficient, comprehensive administrative support to the school.
- To act as point of contact for all school enquiries either by telephone, email or face to face and to maintain the smooth and efficient running of the reception area.
- To work collaboratively with all staff and parents in order to support pupil well being.
- To liaise, with tact and diplomacy with school staff and others outside the school, particularly parents, professional agencies and the local community.

**MAIN ROLES AND RESPONSIBILITIES**

Organisation	<ul style="list-style-type: none"> <li>• To undertake routine clerical and administrative support duties on behalf of the Leadership Team and individual members of staff in relation to the organisation of school activities.</li> <li>• 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.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To provide general clerical and administrative support, for example, photocopying, filing, answering the telephone, faxing, and completing standard forms, receiving forms for in year applications, dealing outside agencies and responding to routine correspondence.</li> <li>• To produce lists, for example class lists and collate paperwork for pupil reports.</li> <li>• Deal with requests from Local Authority for roll numbers.</li> <li>• Ensure all Cool milk and fruit administration is maintained and accurate.</li> <li>• To send out correspondence to parents and staff using Arbour.</li> <li>• To upload all letters onto the school website and maintain a 'working' file in the main school office.</li> </ul>

Receptionist	<ul style="list-style-type: none"> <li>• To meet and greet pupils, parents and other visitors to the school with a high degree of professionalism and diplomacy.</li> <li>• Answer the doorbell when the main gate is closed and accompany stakeholders onto the premises.</li> <li>• To answer telephone calls in a professional and timely manner.</li> <li>• To retrieve, deliver and update telephone messages.</li> <li>• To assist with the pupil registration process, issue pupils passes, and maintain accurate records of pupils leaving school during the school day.</li> <li>• To maintain accurate records of the arrival and departure of all school visitors.</li> <li>• To utilise technology to ensure effective communication with staff, parents and other groups.</li> <li>• To maintain the school diary and office email system. Collate information for weekly briefing.</li> <li>• Issue and chase, if necessary, letting paperwork in a timely manner so that invoices can be issued before the letting date.</li> <li>• To provide general administrative services to pupils, staff and other groups.</li> <li>• To ensure the reception area is kept tidy, informative and welcoming to visitors at all times.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• To undertake all duties as required, that is consistent with the objectives and/or duties of the post.</li> <li>• Administer medicines to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures.</li> <li>• To support your colleagues and School Business Manager when required.</li> </ul>
Personal Responsibilities	<ul style="list-style-type: none"> <li>• To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.</li> <li>• To promote the safeguarding of children.</li> <li>• To take care for their own and other people's Health &amp; Safety</li> <li>• To use initiative in time management to organise own workload to meet deadlines.</li> <li>• To contribute to the overall ethos, work and aims of the school.</li> <li>• To undertake training and professional development as appropriate.</li> <li>• To undertake other duties appropriate to the post that may reasonably be required.</li> <li>• To be aware of and follow policy on confidentiality.</li> </ul>

<b>PERSON SPECIFICATION</b>	
<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• The ability to work well in a team and independently</li> <li>• Good level of communication and interpersonal skills, both written and verbal</li> <li>• Numeracy and literacy skills.</li> </ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• IT Skills - Knowledge of a range of computer applications – including work Word/Excel/Powerpoint/Outlook</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven administration experience</li> <li>• Demonstrate and have knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality in a school setting</li> <li>• Demonstrate a basic understanding of the work of a school</li> </ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

***The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in 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.***

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_