

## Kent County Council

### Job Description: Administration – Level 1

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**School:** Anthony Roper Primary School

**Grade:** Kent Range 3

**Responsible to:** Line Manager

#### **Purpose of the Job:**

To support Anthony Roper Primary School by providing administrative support and efficient resources production. All members of our school community should receive a timely and organised experience. For example, office queries are dealt with effectively and teacher-produced lesson materials are prepared.

#### **Key duties and responsibilities:**

1. Manage and produce paper-based resources (including labels, worksheets, title pages, etc) for each classroom, as requested by teachers.
2. Work with colleagues and pupils to ensure materials are ready for use at the time they are needed. This may include regularly checking-in with colleagues to be briefed on their requirements.
3. Prepare bulk assessment resources when required.
4. Collate and input assessment scores into the relevant systems (MIS, analysis software, etc).
5. Input data (including assessment) into the required formats (such as pupil reports).
6. To carry out all general reception duties, answering routine telephone and face-to-face enquiries ensuring appropriate action is taken.
7. Provide First Aid assistance when required; maintain First Aid Qualification.
8. Undertake word processing as required for letters, school administrative records and schedules as instructed by the Office Manager and SLT team.

Individuals in this role may also undertake some or all of the following:

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
2. Open, sort and distribute incoming mail and post outgoing mail
3. First point of contact for sick pupils, liaise with parents / carers / staff
4. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
5. Ensure collection of attendance registers
6. Arrange orderly and secure storage of supplies.
7. Manage systems such as: the lettings diary, the weekly newsletter, out-of-school competitions, trips, extra-curricular clubs, etc.
8. Maintain manual and computerised records and/or management information systems.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

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### Person Specification: Administration – Level 1

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ 2 or equivalent
<b>EXPERIENCE</b>	Some knowledge of administration and office systems
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to Communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator</li> <li>• Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided</li> <li>• Ability to work to deadlines, eg when studying</li> <li>• Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Confidence and ability to ask questions relating to achieving the task</li> <li>• Confident telephone manner and ability to write down accurate messages</li> <li>• Good organisational skills, gained either through a course of study or within paid or voluntary work</li> <li>• Ability to use a filing system, once training has been provided</li> <li>• Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes</li> <li>• Ability to retain and use a range of new information</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace</li> <li>• Willingness to attend training courses which help you in your current role and develop your potential for other roles</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge of a range of administrative support tasks and office and related school</li> </ul>

	<p>procedures and systems.</p> <ul style="list-style-type: none"><li>• Awareness of equalities and diversity issues – respecting the needs and views of other people</li><li>• Understanding of health and safety issues within the workplace, once these have been explained</li></ul>
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