

School: Downsview Community Primary School

Grade: Kent Range 4

Responsible to: Head of School

Purpose of the Job:

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff, taking a proactive role in relation to its day to day functioning.

Key duties and responsibilities:

1. Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)
3. Develop and maintain manual and computerised records and management information systems.
4. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.

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

1. Arrange and coordinate appointments and meetings on behalf of the Head teacher and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
2. First point of contact for sick pupils, liaise with parents / carers/staff
3. Assist with arrangements for school visits and events
4. Maintain stocks and supplies, selling and distributing as required
5. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash
6. Assist with the administration of school lettings and other uses of school.

Downsview Community Primary School

Job Description: Pupil Support Assistant



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.

	CRITERIA
QUALIFICATIONS	NVQ 2 or equivalent
EXPERIENCE	Operational experience of administrative systems
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Standard keyboard skills • Literacy and numeracy skills • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions • Ability to organise and prioritise workload to achieve deadlines • Ability to communicate effectively and in a courteous manner, in person and over the telephone • Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information • Ability to investigate queries and anomalies when required • Ability to operate computerised and manual filing systems and to make improvements where necessary • Ability to take accurate notes and minutes of meetings • Co-ordination skills when arranging meetings and appointments • Ability to process and maintain financial records • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages • Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol • Knowledge of computerised and manual filing systems • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety