**SOUTHBOROUGH CE PRIMARY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** Administration and IT Support Assistant

**GRADE**: Kent Range 4 - £17,498 - £18,611 (pro rata)

**HOURS:** 37 hours per week, term time only plus 5 Inset days

5 days per week 8am – 4pm

**RESPONSIBLE TO:** Headteacher

**LINE MANAGER:** Office Manager /School Business Manager

**PURPOSE OF THE JOB:** Provide Reception, Admin and IT support.

**DUTIES AND RESPONSIBILITIES**

RECEPTION AND TELEPHONE DUTIES

* To meet and greet parents and visitors
* To welcome all visitors and ensure that all safeguarding measures are adhered to eg safeguarding procedures, signing in/out, fire alarm routines etc.
* Providing a first point of contact for pupils and parents and deal with any queries that arise in the first instance or refer them to ensure that matters are dealt with effectively.
* To relay messages to staff, pupils and parents as appropriate.
* Ensure the main reception area is kept clean and tidy.
* Welcome and direct supply staff ensuring they are provided with necessary information for their session ie ‘Information for Supply Teachers’ leaflet.
* Check and sign for deliveries to the school.
* Prepare any necessary refreshments for visitors and / or meetings as required.
* Liaise with Infant Department regarding messages and deliveries.
* To provide relief for breaks for other admin staff.
* Receive, check and record any lunch monies handed in and pass on to a member of the kitchen staff.

ADMINISTRATION

* Provide general admin support to the Main and Infant Office as requested by the Office Manager and/or School Business Manager.
* Support the day to day and core clerical and administration functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various IT packages.
* To undertake photocopying, filing and general office duties as necessary.
* To package, post and deliver parcels and letters as necessary.
* To collate information as requested.
* To anticipate, prepare for and provide necessary communication essential to successful organization of school events e.g. photos and parent consultations.

ICT

* To work closely with the school’s IT provider to provide IT support across the school.
* To maintain satisfactory standards of safety and security in relation to computer rooms and equipment.
* To provide first line support to pupils and staff with all tech aspects of ICT e.g. hardware and software.
* To ensure IT equipment is ready for use.
* To check and maintain stocks of ICT consumables, ensuring value for money.
* To assist with the upkeep of the schools Asset Register.
* To ensure all updates relating to the school’s MIS are carried out.

FIRST AID

* To administer medicines and provide basic first aid treatment to pupils to ensure their welfare at school, recording treatment as necessary.

PERSONNEL AND STAFFING

* To liaise with the IT provider, Office Manager, School Business Manager, admin and site team.
* To liaise with the Pupil Wellbeing Manager and SMT.

ESTATE MANAGEMENT

* To support the development of family learning/parent meetings/workshops/events and all school facilities for out-of-school use, with particular reference to the local community.
* To contribute towards the management of Health & Safety within the School.

GENERAL

* Ensure equal opportunities for all.
* Contribute to the overall ethos / work /aims of the School.
* Establish constructive relationships and communicate with other agencies / professionals.
* Attend and participate in regular meetings as required.
* Participate in training and other learning activities and performance development as required.

This job description is a guide and is not necessarily an exhaustive list and you may be asked to carry out other tasks as directed by the Headteacher.