

**School:** St Alphege CE Infant School

**Grade:** Kent Range 4

**Responsible to:** Line Manager

### **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. Maintain Attendance Registers and analyse data, writing to parents when necessary to report their child's percentage attendance. Try to raise the schools attendance through promotion and rewards.
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 of School 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 placing and processing orders, invoicing, banking cash and issuing receipts, 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.

**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

# Kent County Council

## Person Specification: Administration – Level 2

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