**Job Description**

**FLT Primary School Administrative Officer**

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| **Responsible to:** Headteacher/Senior Staff | **Grade:** 6 |
| **Hours:** 32.5 hours per week | **Duration:** Permanent **-** Term Time Only |
| **Main Location:** FLT Primary School1 | |

**Context** : Under the direction of the Headteacher and Senior Staff provide routine general clerical,

administrative, financial support to the school.

**Organisation**

* Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Assist in arrangements for schools trips, events etc.

**Administration**

* Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
* Maintain manual and computerised records/management information systems e.g. BROMCOM
* Produce lists/information/data as required e.g. pupils data
* Undertake typing and word-processing and other IT based tasks
* Administration of new pupil admissions including welcome packs.

# Undertake routine financial administration e.g. collect and record dinner, trip money

* Assist with the production of school newsletters.
* Take notes at meetings
* Sort and distribute mail
* Undertake administrative procedures
* Maintain and collate pupil reports
* Undertake routine administration of school lettings and other uses of school premises

**Resources**

* Operate relevant equipment/ICT packages (e.g. BROMCOM, word, excel, databases, spreadsheets, Internet)
* Maintain stock and supplies, cataloguing and distributing as required, placing orders for purchasing requirements ensuring best value is achieved.
* Operate uniform/snack/other ‘shops’ within the school
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. processing orders

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required

**Qualifications and Experience**

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| **Qualities** | **Essential/Desirable** |
| **Experience**  General clerical/administrative work. | **E** |
| **Qualifications & Training**  NVQ 2 or equivalent qualification or experience in relevant discipline  Good numeracy/literacy skills | **E**  **E** |
| **Knowledge & Skills**  Appropriate knowledge of first aid  Effective use of ICT packages  Use of relevant equipment/resources  Good keyboard/computer skills  Knowledge of relevant policies/codes of practice and awareness of relevant legislation  Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these  Ability to identify your own training and development needs and cooperate with means to address these | **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |