**Springfield Primary School**



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| **JOB DESCRIPTION FOR POST OF:- ADMIN & CLERICAL LEVEL 2** |
| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

**General duties**

* Act as front of house and communicate with pupils, staff, parents and visitors appropriately.
* Ensure security protocols are communicated and understood by all visitors at the school.
* Follow safeguarding procedures.
* Provide basic First Aid and care for pupils (necessary training can be provided)
* Keep children safe by carefully monitoring pupils arriving at school late and children leaving at times other than the designated end of the school day.
* Ensure the office area is tidy and welcoming.
* Assist with maintaining general order in the school

**General administration**

* Provide general admin support to ensure the school delivers effective and efficient services. eg photocopying filing, complete standard forms, respond to routine correspondance
* Provide admin support for extended services offered by the school.
* Assist with maintaining the school website.
* Ensure school files are kept up-to-date, e.g. ensure the most recent copies of school policies are available on the shared computer system.
* Complete any photocopying, as required.
* Assist in managing the school’s calendar.
* Assist with the organisation of school trips.
* Maintain an up-to-date and accurate inventory of stock, and place orders when required.
* Assist in the collection and recording of various data, e.g. attendance data.
* Assist in the completion of data collections and returns, e.g. the school census.
* Analyse and evaluate data and produce reports as required.
* Provide accurate minutes of staff meetings and distribute these as necessary, where required.
* Schedule appointments and meetings for staff members.
* Process and distribute incoming post and manage outgoing post. Ensure the confidentiality of information is maintained.
* Carry out other general admin duties as required, e.g. sending out letters.

**Finance**

* Collect, count and record any money provided by parents to the school, e.g. for school lunches, trips and uniform.
* Ensure the security of cash stored in the office.
* Maintain a system for collecting, recording and providing invoices and receipts.
* Produce a variety of financial statements and reports, as required using school IT packages

**Communication**

* Answer and direct all incoming phone calls.
* Monitor the office email and handle queries.
* Act as a first point of contact for parents, e.g. when reporting absences or making complaints.
* Follow the school’s absence management procedures and report any concerns to the office manager.
* Contact parents when appropriate, e.g. when their child needs to be collected due to illness.
* Be aware of the school’s calendar of events so queries from parents and other members of the community can be answered.
* Maintain confidentiality when communicating with parents and visitors to the school.
* Ensure good lines of communication between the office and the rest of the school.

**Additional duties**

* Understand and follow all relevant school policies.
* Attend and participate in training and development courses as required.
* Be a role model for the standards of behaviour expected of pupils.
* Undertake reasonable additional duties as requested by the headteacher.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.