

OLDHAM COUNCIL

JOB DESCRIPTION

JOB TITLE	ADMINISTRATION – LEVEL B (PRIMARY)		
DEPARTMENT	People, Communities & Society - CYPF	SCHOOL	Holy Family RC Primary School.
GRADE	Grade 3 (7-11)	JE CODE	EAD2

JOB PURPOSE

Under the direction of senior staff, the postholder will provide routine general clerical, administrative, and financial support to the [Headteacher*](#).

KEY TASKS – Administration & ICT

1. To undertake word processing and other ICT related tasks including letters, reports and schedules, and work which utilises other ICT packages, such as databases, spreadsheets, formatting presentations or research on the internet.
2. To take notes/minutes of meetings as required, e.g. school committees, pupil reviews, CAF meetings and staff meetings, and undertake other related tasks to support the organising of meetings, such as typing agendas, collating papers and booking rooms.
3. To maintain and collate registers and pupil reports, including PLASC data and other information that is routinely required by Oldham Council and Department for Education.
4. To undertake routine administration of school lettings and other uses of school premises.
5. Under the direction of the Headteacher, organise supply cover.

KEY TASKS – Finance & Physical Resources

6. To undertake basic bookkeeping. Examples of tasks are; school fund, petty cash, school trips, photographs, postage, telephone calls, school meals, and the accurate recording and balancing of such funds. To prepare statements for individual budget holders.
7. To order equipment as requested, process invoices and reconcile statements from electronic financial management information systems in line with financial procedures.
8. To maintain stationery and consumables stock and supplies for the whole school, cataloguing and distributing as required.

9. To operate uniform/snack or other school 'shops' within school.

KEY TASKS – Reception & Customer Service

10. To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.
11. To welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required.
12. To respond to queries from staff, pupils and parents.
13. To make arrangements for external visitors, for example, the school nurse, photographer, linked schools and parents.

KEY TASKS – General Clerical

14. To provide general clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms and responding to routine enquires.
15. To sort and distribute internal and external mail.

KEY TASKS – Welfare

16. To undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with School Procedure.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff parents, carers and guardians, and visitors to the school

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: [Headteacher/Business Manager*](#)

Responsible for: Not applicable

SPECIAL CONDITIONS

CRB Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

Job Title: LEVEL B – ADMINISTRATION (Primary)

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	NVQ 2 in Business Administration or EDCL qualification	AF
	Willingness to obtain basic first aid certificate	First aid certificate	AF / I
Experience	Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information		AF / I
	Experience of undertaking a wide range of office based administration and clerical tasks, including financial procedures and responsibilities		AF / I
	Experience of handling cash		AF / I
	Experience of undertaking reception duties and providing high levels of customer care		AF / I
	Experience of team-working to work effectively with others and meet deadlines and goals		AF / I
	Experience of following instructions, procedures and policies		AF / I
Skills & Abilities	Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone		AF / I
	Written communication skills to take accurate messages, passing them on to others and to take accurate minutes		AF / I

	<p>Initiative to respond to unexpected problems using recognised procedures and policies as a guide</p> <p>Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary</p>		<p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Understanding of data protection and the need to keep information confidential</p> <p>Understanding why safeguarding is important when working with children and young people</p>		<p>AF / I</p> <p>AF / I</p>
Work circumstances	<p>To work occasionally out of hours work to support school functions</p>		<p>I</p>

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview