

To provide admin/clerical and organisational services to the school under the management and guidance of senior staff. To provide a full range of admin/clerical support to the school.

KEY TASKS

- Provide admin/clerical, and organisational services to the school
- Collating information from the school registers
- Liaise with pupils, parents/carers
- Respond to reception and visitor enquiries
- Undertake clerical duties, such as reception, filing and document preparation
- Liaise with other staff and external agencies
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages. *
- Contribute to the planning and development of clerical/administrative procedures and systems *
- Assist with welfare duties caring for sick pupils and liaising with parents (or guardians) staff.
- Sort and distribute incoming mail and help prepare outgoing mail.
- Maintain and collate pupil reports/records. *
- Provide general advice and guidance to staff, pupils and others where appropriate
- 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 appropriate persons.*
- To be a proactive member of the school team contributing to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post and other reasonable duties directed by Senior Management.

*Full training will be provided.