

Job Description

Title of Post	Admin/Clerical Officer
Scale/Grade	Scale 3 Points 5 to 6
Hours	37 hours per week for 52 weeks per year Holidays to be taken during school holiday periods (one week per year in term time at a mutually convenient time)
Responsible to	Line Manager

Purpose of the Job

To undertake a range of administrative duties as part of an office team.
To contribute to the safety and welfare of all students.

Key Purpose

- To provide receptionist duties on a rota basis for both All Saints and Seven Hills schools greeting, welcoming and directing visitors appropriately and ensuring completion of paperwork, sign-in, security and safeguarding procedures.
- To work as part of an administrative team to ensure efficient operation of the office and provide administrative support to teaching, leadership, technical, premises and all department staff

Key Tasks to Achieve Outcomes

- Administrative Tasks which include :
 - Administration for school departments, including of computer based services such as word processing, spreadsheets, Publisher, Sims, ClassCharts and databases.
 - Dealing with internal and external mail and deliveries
 - Recording and storing lost property
 - Managing meeting room diaries
 - Answering incoming telephone calls in accordance with school policies and maintaining confidentiality.
- To provide a back up attendance service recording absences/lates on ClassCharts on a daily basis and signing students in/out when required.
- Input detentions/punctuality slips.
- To use Publisher to create and print staff and student ID badges.
- To book coaches, minibuses, self-drive vans and vehicles as requested for DofE, school trips and school departments as required.
- To manage staff room lockers by maintaining register and issuing keys.
- Within designated areas or responsibilities, to implement the schools Health and Safety and Safeguarding policies.
- To undertake any other duties as requested which are an extension of or an amendment to the particular responsibilities stated above.

Indicators of Performance

- All incoming messages (person, telephone or electronic) are handled and/or passed on effectively.
- All visitors are registered correctly and are passed on appropriately.
- Administrative tasks are completed accurately and in an appropriate timeframe.