



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support – Role A

SECTION: Schools

1. PURPOSE OF JOB

Under the direction / instruction of senior staff, provide routine general clerical / administrative / financial support to the school.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties, answer routine telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- Arrange hospitality as required
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by school nurse, photographer etc.
- Assist in the preparation of school activities, e.g. sports day

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records / management information systems
- Undertake typing, word-processing and other IT based tasks for teaching and other support staff
- Sort incoming and outgoing mail and distribute accordingly
- Undertake routine administration e.g. registers / school meals
- Contribute to the production of material, e.g. lay out of year books / staff handbooks etc.

Resources

- Operate office equipment, e.g. photocopier, computer
- Arrange for reprographic equipment repairs and servicing, following procedures
- Arrange orderly and secure storage of supplies
- Check stock deliveries and refer any queries to suppliers or line manager as required
- Undertake routine financial administration in accordance with procedures, which may include:
 - receiving and processing monies / income, including processing and banking of cash / cheques and issue of receipts, collecting and recording money for school meals, school funds, sale of tickets, supplies etc.
 - account for small amounts of petty cash
 - assisting with the checking and processing of all invoices / accounts
 - recording correct data entry against relevant budgets within procedure

Responsibilities

- Be aware of and comply with related 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 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

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: **Admin/Organisational Support Role A**

CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- Induction / basic skills
- Good understanding of relevant technology, e.g. photocopier
- Appropriate knowledge of first aid

Experience

- 3 – 6 months experience of general clerical / administrative work ☐

Skills & Abilities

- Good numerical / literacy skills in order to undertake a range of tasks, e.g. counting money, maintaining records, undertaking banking, checking travel / expense claims
- Keyboard / computer skills where this is appropriate for the role, e.g. production of reports, routine and non-routine correspondence
- Able to maintain simple records, e.g. dinner monies, school fund, sale of tickets, supplies etc.
- Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc
- Able to use judgement to resolve straightforward problems, such as checking deliveries and assessing whether to refer an issue to line manager or another member of staff
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. when counting dinner money, maintaining records and checking deliveries
- Able to undertake short term planning, e.g. when carrying out tasks within the working day or contributing to planning for school activities, e.g. sports day
- Able to address routine issues independently with reference to instructions / guidelines but needing to refer any problems to manager
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Participate in development and training opportunities

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.