Brighton & Hove

JOB DESCRIPTION

JOB TITLE: **Admin/Organisational Support – Role B**

SECTION: **Schools**

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1. PURPOSE OF JOB

Under the instruction / **guidance** of senior staff, provide **general** administrative / receptionist duties / financial support to the school as required**.**

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties, answer **general** telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- **Act as first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail**
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc.
- **Oversee pupils not in class or at the end of the school day as required**
- Assist with **arrangements** for school trips, events etc

Administration

- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and **responding to routine correspondence**
- Maintain manual and computerised records / management information systems
- **Maintain the Head Teacher's filing system as required**
- **Produce lists / information / data as required, e.g. pupil data**
- **Maintain and collate pupil reports**
- Undertake or **oversee a range** of typing, word-processing and other IT based tasks for the **Head Teacher**, other teaching and support staff, generating routine correspondence as required
- **Take notes at meetings**
- Sort incoming and outgoing mail and distribute accordingly
- Undertake administrative procedures
- **Undertake routine administration of** school lettings and other uses of school premises, including liaison with related staff

Resources

- Operate relevant equipment**/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)**
- Maintain stock and supplies, cataloguing and distributing as required
- **Operate uniform / snack / other 'shops' within the school**
- **Provide general advice and guidance go staff, pupils and others**
- Undertake **general** financial administration in accordance with procedures, which may include:
    - **setting up appropriate budget allocations on the school's financial management system from information received**
    - **recording and monitoring income and expenditure** against budget headings
    - **producing reports** for the Head Teacher / senior managers as required
    - receive and process monies / income / orders / invoices, including processing and banking of cash / cheques and issue of receipts
    - **account for petty cash**
    - assisting with the checking and processing of all invoices / accounts
    - **maintain school fund records and prepare annual balance sheets for audit**
    - **ensure that deadlines are met for the completion and return of all finance statements for internal and external requirements**

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 B**

CRITERIA	**ESSENTIAL CRITERIA**
Job Related Education and Qualifications an d Knowledge	• **NVQ Level 2 or equivalent qualification or experience in relevant discipline** • **Good knowledge and understanding of relevant ICT packages** • **Knowledge of relevant policies / codes of practice and awareness of relevant legislation** • Appropriate knowledge of first aid
Experience	• Demonstrable experience of clerical / administrative work, likely to have been gained **over a period of one year**
Skills & Abilities	• Good numerical skills to undertake a variety of tasks, e.g. collecting monies, **maintaining accounts** for schools activities, undertaking banking, checking travel / expense claims • Good literacy skills to undertake a variety of tasks, e.g. maintaining records, **minute taking, maintaining diary(ies) producing a range of correspondence** • **Good** keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information • 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 • Some **analytical skills** required, e.g. to resolve discrepancies between financial records • 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, **producing financial information, minute taking and drafting correspondence** • Able to undertake short term planning, e.g. managing own workload, **ensuring deadlines are met,** planning for school activities, e.g. school trips / sports day

- **Able to deal with more complex** queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to identify own training and development needs and co-operate with means to address them**

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.