



YSGOL RHIWABON

Job Description Administration Team Administration and Organisation Term Time Only

PURPOSE:

- Under the guidance of the Business Manager and Office Manager to provide general administrative and organisational support to the school as part of the overall Administration Team
- Main Reception Service
- Undertake photocopying and preparation of resources for all staff
- Maintenance of school stocks and supplies and receipt of all deliveries

MAIN DUTIES AND RESPONSIBILITIES

ORGANISATION

- Contribute to the development of the school administration office processes and procedures
- Undertake full reception duties to include first point of contact for answering general telephone, face-to-face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc
- Provision of refreshments and management of hospitality bookings
- Management of online diary to include meeting room, transport and refreshment bookings

ADMINISTRATION

- Main Receptionist for telephone contact and visitors
- Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Produce lists and information as required e.g. pupil's data using SIMS
- Weekly report monitoring e.g. Free School Meals
- Undertake typing and word-processing and other IT based tasks to include letters to parents
- Internal/external post and banking
 - Sort and distribute mail received into the office
 - Record and post external mail including examinations post
 - Bank cash and cheques at the Post Office as and when required
- Undertake administrative procedures to maintain school stock levels
- Archive records to agreed process
- General office housekeeping

RESOURCES

- Photocopying provision for the whole school
- Undertake routine administration for resources
- Preparation of resources to support teaching and learning

STOCK MONITORING

- Use of P2P ordering system;
- Check and maintain supplies of office consumables
- Receipt of orders/deliveries into school
- Checking off order against original order and Delivery Note
- Resolution of any order/stock queries both internally and externally
- Liaison with staff and distribution to relevant department once order is checked
- Monitor stock and supplies, cataloguing and distributing as required.
- Maintenance of stock check procedures and levels including stationery issued to staff

GENERAL

- Operate relevant equipment/IT packages (e.g. Word, Excel, Sims, PowerPoint, School Message System and Internet).
- Provide general advice and guidance to staff, pupils and others.
- Undertake general administration as part of the overall Team
- Assist with purchase of 'best value' items.
- Any other administration duties as required

RESPONSIBILITIES

- 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 an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work, aims of the school.

CONTACTS

- Governors
- Headteacher
- Assistant Headteachers
- Business Manager
- Office Manager
- All Teaching Staff
- All Support Services Staff
- Education Authority
- Parents

_____ Post Holder _____ Date

_____ Headteacher _____ Date

Mrs M Ferron Evans

PERSON SPECIFICATION

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	Essential	Desirable	How Measured
QUALIFICATIONS			
Good numeracy/literacy skills.	✓		F/I
NVQ Level 2, or equivalent qualification or experience		✓	F/I
Experience in IT /Microsoft packages /	✓		F/T/I
TRAINING			
Microsoft Office		✓	F/T/I
Excel	✓		F/T/I
Word / PowerPoint	✓		F/T/I
Sims		✓	I/F
SPECIAL KNOWLEDGE			
Experience in Office Procedures	✓		I/F
Previous Educational Experience		✓	I/F
First Aid (or willingness to train)		✓	I/F
PERSONAL QUALITIES			
Good verbal, written, numerical and communication skills	✓		I/F/R
Capacity to protect confidentiality of information	✓		I/F/R
Ability to work as a Team Member and use own initiative	✓		I/F/R
Ability to work to deadlines	✓		I/F/R
Reliability	✓		I/F/R
To be able to relate well to children and adults	✓		I/F/R
Flexible approach to work	✓		I/F/R
Ability to speak Welsh		✓	I/F/R
PRACTICAL AND INTELLECTUAL SKILLS			
Good communication skills	✓		I/F/R
Excellent general administrative skills	✓		I/F/R/T
Organisation skills	✓		I/F/R
Good keyboard and computer skills	✓		I/F/R/T
EQUALITY			
Must be aware of and show an appreciation for the Council's Equal Opportunity Policy		✓	I/F

Code:

I = Interview

F = Application Form

R = References

T = Test